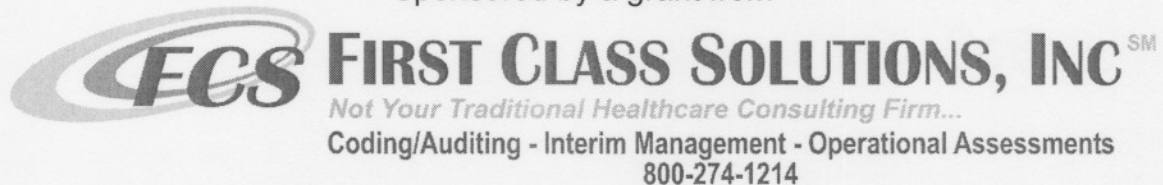


Innovation in Current HIM Practice Awards APPLICATION



Sponsored by a grant from



Innovation in Current HIM Practice Awards

Introduction: Purpose of the Innovation in Current HIM Practice Awards Program

The Innovation in Current HIM Practice Awards, funded by a grant from First Class Solutions to the MHIMA Foundation of Research and Education (FORE), have been developed to encourage and promote the sharing of information among health information management professionals. The Awards program is intended to facilitate the exchange of ideas and solutions that positively impact our practice, the healthcare systems we work in, and the patients we serve and to recognize those innovative, proven practices applied in the traditional paper-based and transitional settings.

Awards Criteria and Minimum Standards

Innovation in Current HIM Practice awards are fully implemented programs that have had a positive impact on the daily practice of HIM. These programs may have led to quality or process improvement, improved efficiency, lowered costs, or otherwise addressed a particular problem in the HIM workplace.

Minimum Standards

Standards	
Implementation	Project or process has been fully implemented
Innovation	Practice must show efficacy, measurable impact, and creative or innovative approach to solving fundamental HIM challenges
Financial Impact	Project uses available resources efficiently. Expenses are appropriate to the degree of benefit achieved
HIM Impact	Project has a positive impact on practice within the setting or practice category in which it was implemented
Evaluation/ Documentation	Project outcomes and benefits have been measured, evaluated, and documented
Benchmarks	Benchmarking is recommended but not required

Eligibility

To qualify for an award, the applicant completing the award submission must be an active member of MHIMA. The practice submitted must apply to the field of health information management and meet the specific criteria. Entries submitted by eligible individuals become the sole property of First Class Solutions, Inc. and may be published, in whole or in part, in the Journal of MHIMA or in other publications or on the First Class Solutions or MHIMA Web sites.

Award Categories and Criteria

Applications for Innovation in Current HIM Practice Awards will be considered in two categories:

1. In the area of **traditional, paper- or hybrid- based**, HIM Department management: submitted practice must demonstrate **sustained**
 - (a) operational and/or process improvement resulting in streamlined workflow,
 - (b) reduction of backlogs,
 - (c) improved customer service,
 - (d) reduction of labor use,
 - (e) reduction of cost,
 - (f) increased credentialed personnel employed,
 - (g) reduction of incomplete/delinquent records, **and/or**
 - (h) timeliness of discharged record processing.
2. In the area of coding activities: submitted practice must demonstrate **sustained**
 - (a) coding operational and/or process improvement,

- (b) reduction of unbilled,
- (c) increased productivity,
- (d) increased quality,
- (e) reduction of denials,
- (f) enhanced revenue cycle performance,
- (g) increased credentialed personnel employed,
- (h) improved physician documentation and/or involvement, **and/or**
- (i) enhance recruitment activities resulting in maintaining staffing levels.

Application Deadlines

Completed applications are due in the MHIMA offices on **March 1**. Award applications are available on the MHIMA Web site at www.MHIMA.org. For further information, contact MHIMA at _____.

Submitting an Application

A completed Innovation in Current HIM Awards application, along with required supporting material, must be submitted on paper to the address below and a fully electronic version must be submitted to _____ by the March 1 deadline. Incomplete applications will not be considered.

Essay

The essay is an important component of your submission. It serves as the primary document for the review and award process. Essays should not exceed **two pages with no smaller than 12 pt font** and are required to include the following information:

- Program or practice title
- Description of the impetus for developing this program
- Program goals or objectives
- Planning and implementation highlights
- Description of how the program was evaluated
- Description of the programs benefits and/or positive outcomes

Additional Supporting Materials

The following list is intended to provide examples of the kinds of materials you may wish to include:

- Guidelines or policies
- Program checklists
- Forms and other documentation tools
- Graphs, tables or charts
- Letters of support from senior executive leaders
- Reference sources used in your research or program implementation

Review Process

Innovation in Current HIM Practice Awards submissions are reviewed by a committee of content experts made up of MHIMA Professional Practice staff with expertise in the appropriate areas, a representative of the sponsor, First Class Solutions, and other content experts. The purpose of the Content Review is to ensure that the submission meets the following criteria:

- Addresses an issue which impacts the practice of HIM
- Includes clearly defined goals or objectives
- Clearly demonstrates and describes full implementation
- Includes program evaluation and measures of success
- Demonstrates measurable benefits and/or positive outcomes

Notification

Applicants will be notified as to whether they have received an award by April 15.

Awards

One award *may* be presented in each category (HIM practice and coding). The awards will consist of an engraved plaque and a \$1,000 MHIMA or AHIMA gift certificate(s) applicable toward any MHIMA affiliated continuing education product, publication, HI&T Week or HIPS Week products and/or MHIMA arranged and approved airfare expense to the MHIMA or AHIMA Convention and Exhibit. Gift certificates are valid for one year from date of issuance.



**Innovation in Current HIM Practice Awards
APPLICATION COVER SHEET**

Complete the following information. Please type or print legibly.

Project Title: _____

Principal Author's Name: _____ MHIMA Member ID # _____

Institution Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Fax: _____ Email Address: _____

Additional Author(s): _____

Essay: Please attach an essay of no more than one page describing your practice submission.

Supporting Materials: Also attach any supporting materials such as guidelines or policies, forms or other documentation tools, graphs, reports, letters of support, etc.

Submit this cover page together with your essay and any supporting materials by March 1 to:

