



Application for Advancement to Senior Member and Fellow Status

Philosophy

The purpose of the advancement program is to recognize those members who have provided substantial service and contributions to HIMSS, with an emphasis on the member's professional growth and participation. In addition the HIMSS advancement program recognizes members for their contribution of knowledge and experience to the healthcare industry as a whole.

Achieving advancement will signify a member's intent to actively engage in the leadership of HIMSS. Individuals who advance to Senior Member and Fellow Member status are seen as leaders within HIMSS, implying not only recognition for past contributions, but also the expectation of continued participation and contributions. Fellow Members, the highest membership level, are those members who are known and recognized within HIMSS for their *continued* service and *ongoing* contribution of their knowledge to the success of the society and to the fields of healthcare, information, technology and change.

In summary, the goals of the membership advancement process include:

1. Solicit appropriate evidence of individual contributions to HIMSS and to the healthcare industry as a whole
2. Reflect appropriate criteria for Senior Member and Fellow Member advancement
3. Aid members' understanding that advancement within HIMSS is synonymous with more organization participation and leadership
4. Function as a tool to support mentoring of members toward advancement and participation within HIMSS

NOTE: For purposes of this advancement application, references to "HIMSS" means and includes current and prior contributions to HIMSS and to CHIM, CHIME, CPRI-HOST, MANI, and AFECHT.

Application Form and Other Documentation

An advancement activity worksheet is attached to assist you in determining your score. The worksheet reflects the scoring methodology that will be applied when determining your eligibility for advancement. **Your final score and the evaluation of your application are subject to peer review.**

In addition to the Application Form, please provide the following items:

1. Current job description
2. Organizational chart, with position circled
3. Proof of highest degree, if applicable
4. Proof of current certification credential, if applicable

5. Letter of recommendation from current HIMSS Fellow outside of your current workplace (*if applying for Fellow*)
6. Letter of recommendation from CxO (*optional*)

Remember to make a copy of your entire application and all other materials for your records. Your application is not considered complete nor will be sent for approval until all materials are received by HIMSS staff.

Need Help? Call the HIMSS Advancement Program Coordinator at (312) 915-9269 or e-mail mmcguirk@himss.org.

Policy and Procedure for HIMSS Advancement

- 1) Any member wishing to advance to Senior Member or Fellow status in HIMSS should request an application or download the form from the HIMSS web site at www.himss.org.
- 2) Return the completed application via email to Megan McGuirk (mmcguirk@himss.org) or send to: HIMSS, Attn: Megan McGuirk, 230 East Ohio Street, Suite 500, Chicago, Illinois 60611-3269.
- 3) The completed advancement application and attachments will be forwarded by HIMSS to an Advancement Reviewer, who will review the application and return it to HIMSS with their recommendation.
- 4) If the Advancement Reviewer denies the application for advancement, the deficiencies will be noted and corrective action suggested. The Advancement Reviewer will contact the individual to advise them of the nature of the denial.
- 5) Approved and denied applications will be presented to the HIMSS Board of Directors at the next regularly scheduled Board meeting. The Board of Directors reserves the right to accept or reject the recommendations of the Advancement Reviewers.
- 6) Any member whose advancement application was denied by the Board of Directors will be contacted and corrective action suggested.
- 7) A letter of congratulations to the approved applicants will be sent. Upon request, an additional letter will be sent to the supervisor of the applicant acknowledging the decision of the Board of Directors and the significance of the recognition.
- 8) Members who advance to Fellow Status will be recognized at the upcoming Annual Conference and Exhibition.

Appeals Process

Any member whose advancement application has been denied has the right to appeal this decision, in writing, to the HIMSS President/CEO within 60 days of notification date. The President/CEO will review this request and present it at the next regularly scheduled Board meeting. The Board's action will be final.

CATEGORY ONE - YEARS OF NATIONAL MEMBERSHIP

Each year of National membership counts as **2 points**.

To advance to Senior Member status, you must be a National member of HIMSS for a minimum of three consecutive years, and have a minimum of 100 total points. Previous memberships with CHIM/CHIME/CPRI-HOST/MANI/MS-HUG can be applied toward HIMSS advancement points.

**Please note that years of chapter only membership does not count*

To advance to Fellow status, you must be a National member for a minimum of five consecutive years, have a **minimum of 100 HIMSS points**, and a **minimum of 200 total points**.

**Please note that years of chapter only membership does not count*

CATEGORY TWO – EDUCATION

**Points will be awarded for your highest degree earned.*

Type	Submission Format	Point Value
Doctorate	Proof of educational level	20
Masters degree	Proof of educational level	15
Bachelors degree	Proof of educational level	10
Associates degree	Proof of educational level	5

CATEGORY THREE - CERTIFICATION

Type	Submission Format	Point Value
Certified Professional in Healthcare Information and Management Systems (CPHIMS)	Proof of certification credential	25
Other Professional Certification	Proof of certification credential	15
Other Technical Certification	Proof of certification credential	5
Test questions submitted and accepted by peer review for CPHIMS examination.	Acceptance letter from HIMSS	2

CATEGORY FOUR - EXPERIENCE AND JOB RESPONSIBILITY

Include positions held for a minimum of one year or more in a healthcare related field, including your present position. **Multiply point value by the number of years in each position.*

Type	Submission Format	Point Value
Senior Executive positions: <i>Includes CxO and Executive Vice President levels.</i>	Organization, Position Title, Dates, Location (City, State), Responsibilities	8
Administrative Vice President, Full Professor or Director positions: <i>Includes department director with responsibility for establishing policy and procedure, budget responsibility, and/or hire/termination authority.</i>	Organization, Position Title, Dates, Location (City, State), Responsibilities	6
Managerial, Associate Professor or Supervisory positions: <i>Includes manager/supervisor of one or more employees for whom you determine task assignments or a project manager with budget management responsibility.</i>	Organization, Position Title, Dates, Location (City, State), Responsibilities	4
Non-supervisory positions	Organization, Position Title, Dates, Location (City, State), Responsibilities	2

CATEGORY FIVE - PUBLICATIONS/PRESENTATIONS

**Each publication/presentation may be counted only once.*

HIMSS Presentations	Submission Format	Point Value
HIMSS Annual Conference Workshop Presentation, Eight-hour session.	Title of Workshop, Date, Title of Event	20
HIMSS Annual Conference Workshop Presentation, Four-hour session.	Title of Workshop, Date, Title of Event	15
HIMSS Annual Conference Presentation, 1 hour	Title, Date	10
Presentation at HIMSS Pre-Conference Symposia; 1 hour	Title, Date	10
Presentation at HIMSS User Group Program, 1 hour (Microsoft HUG, Cisco)	Title, Date	10
Presentation at HIMSS Government Healthcare IT Conference, 1 hour	Title, Date	10
HIMSS Annual Conference e-Session, 20-minute electronic presentation, including audio.	Title of Topic, Date	7
HIMSS Roundtable Presentation; Member of Panel (60 minutes)	Title, Date	5
Presentation at HIMSS Chapter Meeting, 1 Hour	Title, Date, Location	5
HIMSS Distance Learning Presentations	Submission Format	Point Value
E-Learning Sessions Author; 1 module (each module 10 points)	Title, Date	10
HIMSS Sponsored Webinar Presentation; 1 hour	Title, Date	10
HIMSS Virtual Conference Presentation; 1 hour	Title, Date	10
HIMSS Podcast; 15 minutes	Title, Date	5

HIMSS Publications	Submission Format	Point Value
HIMSS Sponsored Book; (Author, Editor)	Title, Date, Published by	20
Article, chapter, white paper, in a HIMSS Publication (JHIM, HIMSS Sponsored Book)	Article or Chapter Title, Journal Issue, Date, Published by	5
Case Study, Published on himss.org	Title, Date	5
Article in HIMSS newsletter (Digital Office, Financial Edge, Clinical Informatics Insights, Health IT Policy Update, HIE lights Healthcare IT News)	Title of Article, Date, Title of Publication, Published by	3
Article in HIMSS Chapter Newsletter	Title, Date, Publication	2

Non HIMSS Presentations	Submission Format	Point Value
Presentation on Healthcare Related Topic to a recognized Non-HIMSS Association/Group	Title, Date	7
Presentation via Webinar on a Healthcare Related Topic to a recognized Non-HIMSS audience/association/group	Title, Date	7
Panel Presentation on a Healthcare Related Topic to a recognized Non-HIMSS audience/association/group	Title, Date	3
Non HIMSS Publications	Submission Format	Point Value
Book or Author of E-Learning Session on Healthcare or Healthcare IT related topic	Title, Date	15
White Paper or Technical Paper on Healthcare related topic published in a Non-HIMSS Journal, Book, Newsletter or Website	Title, Date	3
Chapter or Article on Healthcare related topic published in a Non-HIMSS Journal, Book, Newsletter or Website	Title, Date	3

CATEGORY SIX - PROFESSIONAL PARTICIPATION

**Count each full year of professional participation only once for each position you have listed on the application.*

**A minimum number of 10 points must come from this category for advancement to senior, 20 points for advancement to Fellow.*

Type	Submission Format	Point Value
HIMSS National Participation	Specify Years and Positions	
Board of Directors, Chair		30
Board of Directors, Vice-Chair		25
Board of Directors, Member		20

Committee Chair		15
Committee Member		7
Annual Conference Presentation Reviewer		7
Task Force, Special Interest Group, Workgroup or Roundtable Chair		5
GHIT, Pre-Conference Education Presentation Reviewer		5
Task Force, Special Interest Group, Roundtable or Workgroup Member		3
HIMSS Community of Profession or User Group Member		2
Annual Conference Presentation Moderator		2
Moderator of an educational session at HIMSS User Group, Pre-Conference Education, GHIT, or Virtual Conference Event		2
HIMSS Chapter Participation	Specify Chapter, Years, Positions, Committees	
President		20
Elected Officer/Board of Directors		10
Committee, Taskforce or Workgroup Chair – (If not currently on the Chapter Board)		10
Chapter Committee member		5
Chapter sanctioned Task Force, or Workgroup Member		2
Moderator of an educational program at Chapter Event		2
Non-HIMSS Professional Association Participation	Specify Society, Years, Positions, Committees	
President, Vice President or other elected officer on Board of Directors		7
Committee Chair		5
Committee Member		3
Taskforce or Workgroup Member		2

CATEGORY SEVEN - PROFESSIONAL DEVELOPMENT

**A minimum number of 5 points must come from this category for advancement to senior, 15 points for advancement to Fellow.*

Type	Submission Format	Point Value
HIMSS Professional Development		
Attendance at HIMSS Annual Conference	Specify Conference and Dates	5
Attendance at HIMSS GHIT or	Specify Conference and Dates	3

Virtual Conference		
Attendance at Full day HIMSS Pre-Conference Education Event	Specify Conference and Dates	3
Attendance at HIMSS Chapter or Regional Event	Specify Conference and Dates	3
Attendance at Non-HIMSS healthcare-related in person conferences.	Specify Conference and Dates	2

CATEGORY EIGHT – AWARDS/HONORS

**Count each award only once*

Awards must be presented to individual, not as group

Type	Submission Format	Point Value
HIMSS Award	Name of Award, Date	5
HIMSS Chapter Award or recognition	Name of Award, Presented By, Date	4
Other professional society awards or recognition	Name of Award, Presented By, Date	3
Civic, religious, employer awards	Name of Award, Presented By, Date	2



Advancement Application Form
(Effective June 2010)

I am applying for:

Senior status Fellow status.

SUBMITTED BY:

Last	First	Middle	
Title			
Organization			
Preferred Mailing Address			
City	State/Province	Zip/Postal Code	Country
Phone	Fax		
E-mail			

REQUIRED ENCLOSURES:

- Advancement Application Form
- Current Job Description
- Organizational chart with position circled
- Proof of highest degree, if applicable
- Proof of current certification credential(s), if applicable
- Letter of recommendation from current HIMSS Fellow (if applying for Fellow)
- Letter of recommendation from CxO (optional)

CATEGORY ONE – YEARS OF NATIONAL MEMBERSHIP

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Year Joined				Total points for Years of National Membership
HIMSS/CHIM/CPRI-	Total Years of National			
HOST/MANI/MS-	Membership			
HUG				

CATEGORY TWO - EDUCATION

Provide proof of your highest educational level attained.

Total points for education _____

CATEGORY THREE - CERTIFICATION

1. Provide proof of any certification credential(s) that you have achieved.
2. Copy of test question acceptance letter.

Certification or Acceptance Letter	Date Received	HIMSS Points	Non-HIMSS Points
1.			
2.			
3.			

Total Points for Certification

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CATEGORY FOUR - EXPERIENCE AND JOB RESPONSIBILITY

Organization	Position Title	Dates	Location	Responsibilities	Points x # of years
1.					
2.					
3.					
4.					

Total Points for Experience and Job Responsibility

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CATEGORY FIVE - PUBLICATIONS / PRESENTATIONS

Activity	Title	Date	Location	HIMSS Points	Non-HIMSS Points
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Total Points for Publications / Presentations

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CATEGORY SIX - PROFESSIONAL PARTICIPATION

Activity	Position	Dates	HIMSS Points	Non-HIMSS Points
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Total Points for Professional Participation

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CATEGORY SEVEN - PROFESSIONAL DEVELOPMENT

Activity	Title	Dates	Location	HIMSS Points	Non-HIMSS Points
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Total Points for Professional Development

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CATEGORY EIGHT - AWARDS/HONORS

Award	Presented By	Date	Location	HIMSS Points	Non-HIMSS Points
1.					
2.					
3.					
4.					

Total Points for Awards / Honors

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Advancement Activity Worksheet

Total the points for each category and enter below. If you are applying for Senior Member status, enter points in the Senior section. If you are applying for Fellow status, enter points in the Fellow section.

The following reflects the category to be considered for a Senior Member Status. Meeting the minimum overall point requirement using points earned from a single category. You must have a minimum of 100 points to qualify for Senior Member Status.

Senior Member Points					
Category	Minimum HIMSS Points Required	Your HIMSS Points	Your Non-HIMSS Points	Maximum Accepted	Total Points
1. Years of Membership in HIMSS/CHIM/CPRI-HOST/MANI / MS-HUG (Minimum of 3 Years Required)	6			10	
2. Education	0			20	
3. Certification	0			50	
4. Experience	0			50	
5. Publications/Presentations	0			50	
6. Professional Participation	10			50	
7. Professional Development	5			50	
8. Awards/Honors	0			0	
SUM OF POINTS	21				
Minimum Required	You must have a minimum of 100 total points to qualify for Senior Member Status.				

Fellow Member Points					
Category	HIMSS Points- Minimum Required*	Your HIMSS Points	Your Non-HIMSS Points	Maximum Accepted	Total Points
1. Years of Membership in HIMSS/CHIM/CPRI - HOST/MANI / MS-HUG (Minimum of 5 Years Required)	10		N/A	25	
2. Education**	N/A	N/A		20	
3. Certification**				60	
4. Experience**		N/A		60	
5. Publications/Presentations	15			80	
6. Professional Participation	20			80	
7. Professional Development	15			80	
8. Awards/Honors	0			Unlimited	
SUM OF POINTS					
Minimum Required		100	0		200

*To advance to HIMSS Fellow, there are minimums for each category, but your overall HIMSS points must be 100 or greater and your overall points must be 200 or greater.