

American Health Information Management Association
Fellowship Review Committee

Procedures for Determining Years of Work for the Fellowship Application
June 2009

When applicants work full time or more than full time (one job or two jobs equating to greater than 2080 hours per year), each year worked will equate to one year. Months can be calculated; and if greater than six months, will calculate to the next full year.

Any part time employment will be calculated at 75% of a full year. An applicant working part time for all years of employment must have a minimum of 13 years working experience to qualify for Fellowship status. Portions of a year will be rounded to the lower year. Applicants will receive credit for years worked full time plus years worked part time at 75% as long as they are not worked concurrently.

Example: An HIM professional worked full time for the first 5 years of her career and part time for the next 10 years. The total amount of years worked will equate to 12.5 years, which rounds down to 12 years.

Example: An HIM professional worked full time for the first 6 years of her career and part time for the next 10 years. The total amount of years worked will equate to 13.5, which rounds down to 13 years worked.

Example: An HIM professional worked full time for the first 5 years of her career and part time for the next 15 years. The total amount of years worked will equate to 15.75, which rounds down to 15 years.