

CEU Qualifying Activities for AHIMA Credentials

1. Participation in educational programs on topics relevant to health information management.
 - a. Educational portions of AHIMA meetings (national convention, state, local, or regional meetings). *One (1) CEU for each 60 minutes of participation*
 - b. Educational portions of programs of allied health and other relevant professional associations. *One (1) CEU for each 60 minutes of participation*
 - c. Educational portions of programs sponsored by organizations or vendors on topics, which maintain, update, or enlarge knowledge and/or skills relevant to the HIM profession. *One (1) CEU for each 60 minutes of participation*
 - d. Telecommunications/teleseminars relevant to the HIM profession. *One (1) CEU for each 60 minutes of participation*
2. Participation in formal educational programs of study that address subject areas relevant to health information management.
 - a. Post-secondary courses attended for credit, including guided independent study and regular college or university courses. Courses taken in pursuit of associate, baccalaureate, master, or doctorate degrees, that are relevant to the HIM profession, are included. All coursework and final exams must be completed by the December 31 cycle end date. *Fifteen (15) CEUs for each semester/trimester credit; Ten (10) CEUs for each quarter credit*
 - b. Audit of academic course or relevant non-credit adult education course, including attendance at a college or university course with permission and following regulations, without completing necessary requirements for full formal credit. Course must be completed by the December 31 cycle end date. *Six (6) CEUs for each semester/trimester credit; Four (4) CEUs for each quarter credit*
 - c. Correspondence and other formal, independent, online, or distance education study programs accredited by the National Home Study Council or prior-approved by AHIMA, which consist of readings and exercises submitted to a knowledgeable instructor for evaluation. Courses normally cover several lessons to be completed in a specific time period. Certificate of completion must show that all coursework and exams were completed by the December 31 cycle end date. (CEUs must be determined on an individual basis by AHIMA)

3. Publication/presentation of material relevant to health information management.

- a. Publication is the development of an original work, relevant to the health information management profession, which has been reproduced by written or electronic means for general dissemination to the public.
 - Author of a textbook, workbook or manual -- *thirty (30) CEUs*
 - Author of a chapter in a textbook, workbook or manual -- *ten (10) CEUs*
 - Author of an article in a refereed research journal -- *fifteen (15) CEUs*
 - Author of an educational article in a professional or trade journal -- *five (5) CEUs*
 - Author of an educational article in a local or state newsletter -- *two (2) CEUs*
 - Editor of a textbook, workbook or manual -- *twenty (20) CEUs*
 - Editor of a professional or trade journal -- *five (5) CEUs*
 - Reviewer of book manuscripts prior to publications -- *one to three (1-3) CEUs*
- b. Presentation is the development of an original work delivered to an audience.
 - Speaker at an educational program -- *One (1) CEU for each 15 minutes of podium time*
 - Panel participant at an educational program -- *One (1) CEU for each 60 minutes of podium time*

4. Independent study activities relevant to the health information management profession.

- a. Study groups devoted to topics relevant to health information management. *One (1) CEU for each 60 minutes of participation*
- b. Enrollment in one or more AHIMA independent study program modules (CE credits pre-determined by AHIMA)
- c. Enrollment in home study programs relevant to AHIMA core education content areas from organizations other than AHIMA (AHIMA prior approval required)
- d. AHIMA post-test offerings accompanying a Journal of the American Health Information Management Association article or book published by AHIMA (CEUs pre-determined by AHIMA)
- e. Advanced Research (e.g., reading and analyzing material that is above and beyond one's knowledge of the subject matter) in an HIM topic area to support activities associated with an expert

panel/workgroup/task force of AHIMA or its affiliate. *One (1) CEU per each year*

5. Self-assessment activities

CCS and CCS-P self-assessment activities qualify for five (5) CEUs each. Other self-assessment activities may qualify for CEUs if the following provisions are met: (1) identifies areas of strength and weakness in relation to current HIM practice; (2) provides suggested resources for follow-up; and (3) provides evidence of completion. (AHIMA prior-approval required)

6. Other activities

- Supervision of directed clinical practice on behalf of an AHIMA accredited program. *One (1) CEU per student supervised with a maximum of 2 CEUs for student supervision allowed in each CE cycle*
- Visiting AHIMA exhibits at a national or state meeting. *One (1) CEU per meeting*
- Participation in an AHIMA volunteer leader conference or work group (CE credit pre-determined by AHIMA)
- Internet educational offerings relevant to AHIMA core education content areas (AHIMA prior-approval required)
- Facilitator for an AHIMA Community of Practice (CoP). *One (1) CEU for one year service, per community*