

AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION

233 N. Michigan Avenue – Suite 2150

Chicago, IL 60601-5800

(312) 233-1192

Application for Restoration of Credential

Name: _____
(Last) (First) (Middle)

RHIA Cert. #: _____ Year _____ RHIT Cert. #: _____ Year: _____

CHPS Cert. #: _____ Year: _____ CHP Cert. #: _____ Year: _____

CCA Cert. #: _____ Year _____ CCS Cert. #: _____ Year: _____ CCS-P Cert. #: _____ Year: _____

Name when certified _____ AHIMA ID Number: _____

Preferred Mailing Address: _____

Work Phone: _____ Home Phone: _____

I hereby apply for restoration of credential and will fulfill the requirements for restoration as stated in the Procedure for Restoration of Credentialed Status by:

(Select one option) _____ Satisfying the continuing education unit requirements

OR

_____ Retaking the applicable accreditation or registration examination*

***EFFECTIVE JANUARY 1, 2005 IF YOUR CREDENTIAL HAS BEEN INVALID FOR 2 CONSECUTIVE CE CYLES (4 YEARS), THEN YOU MUST RETAKE THE EXAM.**

(Signature)

(Date)

Application for Restoration Fee of \$175 payment method:

_____ Check/Money Order

_____ Credit Card (circle one): Visa MasterCard American Express

Credit Card Number: _____ Expiration Date _____

Signature: _____

- For Check or Money Order Payments please submit this application with the restoration fee of **\$175** to: AHIMA, Attn: Maintenance of Certification, PO Box 77-3081, Chicago, IL 60678-3081; **or**
- For Credit Card Payments please complete the required information above and mail the restoration application to: AHIMA, Attn: Maintenance of Certification, 233 N. Michigan Ave., Suite 2150, Chicago, IL 60601-5800.
- Restoration requirements must be met as outlined in the Procedure for Restoration of Credentialed on the reverse side.

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Procedure for Restoration of Credential

The Council on Certification of the American Health Information Management Association (AHIMA), in accordance with the **Standards for Maintenance of Certification**, has established the following credential restoration procedures to assist individuals whose RHIA, RHIT, CHP, CHPS, CCS, CCS-P, or CCA credential has been revoked.

This restoration procedure applies to individuals whose credentials were revoked because they failed to meet the requirements for continuing education as outlined in the **Standards for Maintenance of Certification**.

- A. An individual wishing to restore his or her professional credential must:
 1. Submit an "Application for Restoration of Credential" to the Maintenance of Certification Division of AHIMA;
 2. Remit the \$175 restoration fee with the application;
 3. Satisfy one of the following:
 - a. Obtain the required number of continuing education units within the restoration period (see section C);
 - or**
 - b. Retake the applicable credential exam (see section D). **Effective 1/1/05 if your credential has been invalid for 2 consecutive CE Cycles (4 years), then you must retake the exam.**
- B. Upon AHIMA's receipt of the "Application for Restoration of Credential" and the restoration fee, the applicant shall be considered an RHIA, RHIT, CHP, CHPS, CCS, CCS-P, or CCA **restoration candidate** for a maximum period of one year.
- C. Restoration by Obtaining the Continuing Education Units (CEUs):
 1. An individual wishing to restore his or her credential by obtaining continuing education units must, during the official restoration period, obtain **30** CEUs for restoration of the **RHIA, CHP or CHPS** credential or **20** CEUs for the **RHIT** credential or **10** CEUs for the **CCS, CCS-P or CCA** credential along with Completing the current self-assessment.
2. The continuing education credits must be earned during the restoration period, defined as 12 months prior to and 12 months following the receipt of the application with fee by AHIMA.
 - a. Continuing education credits earned during the 12 months prior to the submission of the restoration application, along with supporting documentation showing completion of activities, must be filed as an attachment to the application.
 - b. Continuing education credits earned during the 12 months following receipt of the restoration application must be reported to AHIMA for recognition in accordance with the instructions provided after the application has been submitted.
- D. Restoration by Retaking the Credential Exam:
 1. An individual may restore his or her credential by retaking the credential examination. Individuals selecting this option must conform to the requirements established in the AHIMA application procedures.
 2. Candidates selecting this option must indicate at the time of request for examination application that they are a candidate for restoration of credential. The application for examination must be approved by the AHIMA Director of Certification
- E. Candidates for restoration who fail to either satisfy the applicable continuing education requirements or make application to retake the appropriate examination during the restoration year shall no longer be considered candidates for restoration.
- F. Any individual may pursue the restoration of credential again at any time in the future by following the procedures outlined in this document.
- G. A restoration candidate whose credential is restored will be officially notified by the AHIMA Maintenance of Certification Division that restoration requirements have been met. However, a new certificate of credential will not be issued nor will a new certification number be issued. Upon official notification, the individual will enter the routine two-year maintenance of certification cycle beginning on January 1st of the year following restoration.