



**AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION
DEFINITION OF TERMS
STANDARDS FOR MAINTENANCE OF CONTINUING EDUCATION UNITS IN
CERTIFICATION**

I. Associate-based.

Eligibility for an associate-based AHIMA credential requires, at minimum, a high school diploma (or equivalent) up to an associate's degree from college or university. The following classify as an associate-based credential:

- Registered Health Information Technician (RHIT)
- Certified Coding Associate (CCA)
- Certified Coding Specialist (CCS)
- Certified Coding Specialist – Physician-based (CCS-P)

II. Baccalaureate-based.

Eligibility for a baccalaureate-based AHIMA credential requires, at minimum, a baccalaureate degree from a college or university. The following classify as a baccalaureate-based credential:

- Registered Health Information Administrator (RHIA)
- Certified in Healthcare Privacy (CHP)
- Certified in Healthcare Privacy and Security (CHPS)

AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION STANDARDS FOR MAINTENANCE OF CONTINUING EDUCATION UNITS IN CERTIFICATION

I. Authority

The Council on Certification shall establish rules and regulations for the administration of the program for Maintenance of Continuing Education Units (CEUs) in Certification including procedures for review of pending revocation of certification and procedures and requirements for restoration of credentials of a person whose certification has been revoked. Rules, regulations, and procedures governing review of the revocation and restoration of credentials shall be published annually.

II. Requirements for the Maintenance of Certification for an Associate-based Credential.

- A. Completion of acceptable CEUs during a two-year period (cycle). Individuals with a minimum of one associate-based AHIMA credential must complete 20 CEUs plus an annual self-assessment for each coding credential. Each mandatory annual coding self-assessment is worth 5 CEUs. Eighty percent of all continuing education units must be earned within the HIM Domain. To receive credit, activities must be completed within the assigned cycle period. All cycles begin on January 1 and end on December 31 the following year.
- B. Payment of CEU assessment fees. AHIMA members are charged a CEU assessment with annual membership dues. Nonmembers pay a CEU fee at the end of each cycle set previously by the AHIMA Board of Directors.
- C. Validation of CEU Report. Participants must submit their CEU Report Forms to AHIMA by January 31, following the end of the CEU cycle. (It is suggested that participants keep a photocopy of the CEU Report Form.) Participants who are not audited will receive a CEU Validation Certificate to retain as evidence of meeting CEU requirements. Participants selected for audit do not meet requirements until they have complied with the audit procedures. A CEU Validation Certificate will be forwarded to audited participants after documentation has been received and approved.

III. Requirements for the Maintenance of Certification for Multi-Credentialed Individuals for an Associate-based Credential.

- A. Completion of acceptable CEUs during a two-year period (cycle). Individuals with a minimum of one associate-based AHIMA credential must complete 20 CEUs. Every individual who obtains an AHIMA credential thereafter must complete an additional 10 CEUs, not to exceed 60 CEUs during the two-year cycle, plus an annual self-assessment for each coding credential. Each mandatory annual coding self-assessment is worth 5 CEUs. **If any baccalaureate-based credential is obtained, the minimum requirement for maintenance is based on that credential.** Eighty percent of all continuing education units must be earned within the HIM Domain. To receive credit, coding self-assessments must be completed annually and all other activities must be completed within the assigned cycle period. All cycles begin on January 1 and end on December 31 the following year.

- B. Payment of CEU assessment fees. AHIMA members are charged a CEU assessment fee with annual membership dues. Nonmembers pay a CEU fee at the end of each cycle set previously by the AHIMA Board of Directors.
- C. Validation of CEU Report. Participants must submit their CEU Report Forms to AHIMA by January 31, following the end of the CEU cycle. (It is suggested that participants keep a photocopy of the CEU Report Form.) Completed self-assessments must be returned to AHIMA no later than the due date posted on the instructions that are included within the assessment material. CEUs earned from the self-assessments should be reported on the CEU Report Form. Participants who are not audited will receive a CEU Validation Certificate to retain as evidence of meeting CEU requirements. Participants selected for audit do not meet requirements until they have complied with the audit procedures. A CEU Validation Certificate will be forwarded to audited participants after documentation has been received and approved.

IV. Requirements for the Maintenance of Certification for a Baccalaureate-based Credential.

- A. Completion of acceptable CEUs during a two-year period (cycle). Individuals with a minimum of one baccalaureate-based AHIMA credential must complete 30 CEUs. Eighty percent of all continuing education units must be earned within the HIM Domain. To receive credit, activities must be completed within the assigned cycle period. All cycles begin on January 1 and end on December 31 the following year.
- B. Payment of CEU assessment fees. AHIMA members are charged a CEU assessment with annual membership dues. Nonmembers pay a CEU fee at the end of each cycle set previously by the AHIMA Board of Directors.
- C. Validation of CEU Report. Participants must submit their CEU Report Forms to AHIMA by January 31, following the end of the CEU cycle. (It is suggested that participants keep a photocopy of the CEU Report Form.) Participants who are not audited will receive a CEU Validation Certificate to retain as evidence of meeting CEU requirements. Participants selected for audit do not meet requirements until they have complied with the audit procedures. A CEU Validation Certificate will be forwarded to audited participants after documentation has been received and approved.

V. Requirements for the Maintenance of Certification for Multi-Credentialed Individuals for a Baccalaureate-based Credential.

- A. Completion of acceptable CEUs during a two-year period (cycle). Individuals with a minimum of one baccalaureate-based AHIMA credential must complete 30 CEUs. Every individual who obtains an AHIMA credential thereafter must complete an additional 10 CEUs, not to exceed 60 CEUs during the two-year cycle, plus an annual self-assessment for each coding credential. Each mandatory annual coding self-assessment is worth 5 CEUs. Eighty percent of all continuing education units must be earned within the HIM Domain. To receive credit, coding self-assessments must be completed annually and all other activities must be completed within the assigned cycle period. All cycles begin on January 1 and end on December 31 the following year.

- B. Payment of CEU assessment fees. AHIMA members are charged a CEU assessment fee with annual membership dues. Nonmembers pay a CEU fee at the end of each cycle set previously by the AHIMA Board of Directors.
- C. Validation of CEU Report. Participants must submit their CEU Report Forms to AHIMA by January 31, following the end of the CEU cycle. (It is suggested that participants keep a photocopy of the CEU Report Form.) Completed self-assessments must be returned to AHIMA no later than the due date posted on the instructions that are included within the assessment material. CEUs earned from the self-assessments should be reported on the CEU Report Form. Participants who are not audited will receive a CEU Validation Certificate to retain as evidence of meeting CEU requirements. Participants selected for audit do not meet requirements until they have complied with the audit procedures. A CEU Validation Certificate will be forwarded to audited participants after documentation has been received and approved.

VI. Replacement Credentials

- A. Upon completion of the requirements, a mastery-level coding credential replaces an entry-level coding credential. Once granted, the mastery-level credential is recognized and CEUs for this credential need only be maintained.
- B. Upon completion of the requirements, a baccalaureate-level HIM credential replaces an associate-based credential. Once granted, the baccalaureate-based credential is recognized and CEUs for this credential need only to be maintained.

VII. Assignment of CEUs

Periodically, the Council on Certification shall evaluate activities for educational value. If the Council determines that an activity is in furtherance of the continuing education program, it shall assign a CEU value to the activity. Approved educational activities and their assigned CEU values shall be published not less often than annually.

VIII. Audits

As CEUs are entered into the membership files, approximately 2 percent of the candidates will randomly be selected for audit. An individual selected for audit will be required to submit verifiable documentation for each activity listed on the CEU Report Form. Auditors will seek verification of attendance/participation, content description, and CEUs earned. It is therefore recommended that CEU participants retain all records in their files for at least one year following the cycle end date.

IX. Waiver of Continuing Education Requirements

The Council may for good cause waive or reduce the number of CEUs required or grant an extension of time to complete the number of CEUs required for a continuing education cycle. An extension of time shall not relieve the applicant of the responsibility for completion of the CEU requirements for the continuing education cycle in which the end of the extension period falls. Age waivers will be granted, upon written request, for individuals 65 years of age and older.

X. Forfeiture of Credentials

Individuals failing to comply with the provisions outlined in Sections II, III, or IV, shall forfeit the applicable credentials. The rationale shall become effective as of the end of the year next following the end of the applicable continuing education cycle. The Council shall give appropriate notice of intention to forfeit

and actual forfeiture of certification. Individuals may not use the applicable credentials once they have been forfeited.

XI. Restoration of Credentials

After four years, or two consecutive CE cycles, candidates must apply and retake the applicable examination. Candidates must complete the 'Intent to Restore Credential' application and pay all appropriate examination and restoration fees in order to reinstate a credential. During restoration, an individual is listed as a "restoration candidate" for a maximum period of one year.

XII. Revocation of Credentials

The Council on Certification shall revoke the credentials of any individual who fails to comply with the AHIMA Code of Ethics. The rationale shall become effective immediately after the Council's determination. The Council shall give appropriate notice of intention to revoke and actual revocation of certification. Individuals may not use the applicable credentials once they have been revoked. A credential that has been revoked may not be restored.

XIII. Appeals

The forfeiture or revocation of certification or the refusal to restore credentials pursuant to Section IX may be appealed to the Council on Certification. The Council's decision may be appealed to the Board of Directors. Any decision upon review by the Board shall be a by a two-thirds vote of the members of the Board of Directors and the decision of the Board of Directors shall be final.