



American Health Information Management Association®

233 N. Michigan Ave., 21st Floor
Chicago, IL 60601-5800

Phone: (312) 233-1100 Fax: (312) 233-1500

Intent to Reinstate Credential

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

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

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

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 reinstatement of credential(s) and will fulfill the requirements for Reinstatement as stated in the Procedure for Reinstatement of Credentialed Status by satisfying the continuing education unit requirements.

(Signature) (Date)

Application for Reinstatement Fee of \$175 (per credential)

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 Reinstatement fee of **\$175** to: AHIMA, Attn: Recertification Division, PO Box 77-3081, Chicago, IL 60678-3081; **or**
- For Credit Card Payments please complete the required information above and mail the Reinstatement application to: AHIMA, Attn: Recertification division, 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601-5800.
- Reinstatement requirements must be met as outlined in the following Procedure for Reinstatement of Credential.

Procedure for Reinstatement of Credential

- A. Individuals whose credential(s) is revoked as of **July 1st** must do the following to reinstate their credential(s):
1. Submit an "Intent to Reinstatement Credential Application" form to the Recertification (Maintenance of Certification) Division of AHIMA;
 2. Remit the \$175 Reinstatement fee (per credential) with the application;
 3. Obtain the required number of continuing education units within the Reinstatement period ending **December 30th** of that calendar year.
 4. Complete the current year's coding self-review (for coding credentials only)
- B. Continuing Education Units (CEUs) requirements for single credential (with \$175 fee)

If You Have A(n)...	You Must Earn...
Certified Coding Associate (CCA)	20 CEUs **
Certified Coding Specialist (CCS)	20 CEUs **
Certified Coding Specialist- Physician Based (CCS-P)	20 CEUs **
Registered Health Information Administrator (RHIA)	30 CEUs
Registered Health Information Technician (RHIT)	20 CEUs
Certified Health Data Analyst (CHDA)	30 CEUs
Certified in Healthcare Privacy and Security (CHPS)	30 CEUs
Certified in Healthcare Privacy (CHP)*	30 CEUs
Certified in Healthcare Security (CHS)*	30 CEUs

*AHIMA no longer offers these certification exams

** *The annual coding self-review is worth five (5) CEUs toward the total CEU requirement of a coding credential.*

CEU requirements for Multiple credentials (with \$175 fee per credential)

If You Have A(n)...	You Must Earn...
CCS and CCS-P	30 (20+10)
RHIA with CCS and CCS-P	50 CEUs (30+10+10)
RHIA with CHDA	40 (30+10)
RHIT with CCS and CCS-P	40 (20+10 +10)
RHIA with CHPS	40 (30 +10)

- C. For a complete listing of CEU qualifying activities, please see the Recertification Guide on our website at <http://www.ahima.org/certification/recertification.aspx>
- D. A Reinstatement candidate whose credential is reinstated and their credential is returned to **ACTIVE** status will be officially notified by the AHIMA Recertification (Maintenance of Certification) Division that Reinstatement requirements have been met. However, a new certificate will not be issued nor will a new certification cycle 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 Reinstatement.
- E. Individuals whose credential has been Revoked as of **December 30th** must submit the appropriate exam application and exam fee to retest. These individuals are not eligible to submit the Intent to Reinstatement Credential application. These candidates must retake the exam. The exam applications can be located online at ahima.org/certification and select Types of Credential. You can either apply and pay online or printout the application and mail it with payment to AHIMA.
- F. Individuals applying to retake the RHIA or RHIT exam must indicate on their exam application that their "credential was previously revoked", so they won't be required to submit a college transcript to be eligible for the exam. All online applicant

must contact us by submitting a customer support request or by calling our Customer Relations Team at (800) 335-5535 and inform us of that your credential was revoked in order to bypass the transcript requirements.

- G. Upon passing the exam you will be assigned a new certification number and a new certificate will be mailed to you.