

AHIMA Policies

Americans with Disabilities Act

AHIMA only uses facilities that are in compliance with the Americans with Disabilities Act (ADA). If you require special assistance while attending the AHIMA19: Health Data and Information Conference, please call (800)335-5535 so we may accommodate your needs.

Scooter and wheelchair rental is available from Scootaround.

Children

Please note that children under age 18 are not permitted to attend AHIMA educational sessions or the exhibit hall floor. Due to the facility's policy, no one under the age of 18 will be permitted entrance into the Appreciation Celebration Party.

Dress Code

Business casual attire is appropriate for sessions and networking events.

Lead Retrieval

Your attendee name badge is imprinted with a barcode that contains the contact and demographic information you provided when you registered: name, job title, company, street address, city, state, zip, email address, and telephone number. At the event, exhibitors and sponsors will request permission to scan your badge in order to add your information to their contact database. By agreeing to have your badge scanned, you are also consenting to allow the exhibitor to follow-up after the event. Once your badge is scanned, your personal information, is governed by the company performing the scan. You may opt-out of badge scanning by verbally declining to allow an exhibitor to scan your badge.

Security

All attendees and exhibitors are required to present photo identification (such as a driver's license or passport) to receive their badge and materials at the AHIMA19: Health Data and Information Conference. Badges must be worn to gain entry into the exhibit hall, educational sessions, and all other official AHIMA events. We appreciate your cooperation with this security measure.

Smoking

Smoking is not permitted at any official AHIMA function.

Child Care

Child care during the conference can be arranged by contacting your hotel concierge.

NOTE: Child care contact information is provided solely as a convenience to attendees. Suggested child care services are not endorsed by AHIMA. Use of babysitting services is at the user's sole risk. Babysitters are employed solely by the clients and are not employees of AHIMA or the Service. AHIMA makes no representations to the babysitters as to the nature of the clients other than that the clients are currently in town for the AHIMA19: Health Data and Information Conference. In addition, AHIMA makes no representations to the babysitters as to the nature of the services provided. The clients and babysitters acknowledge that AHIMA is not responsible for, and will be held harmless against, any injury, loss, or other damage arising from or related in any manner to the clients' and babysitters' use of the babysitting services.

Visa

Before a VISA letter of invitation can be issue, we require that the individual register for the meeting. Our registration company has an online registration portal located at:

<http://www.wynjade.com/ahima14/register.cfm>

If you are not able to use the online portal, you may also call and ask for assistance at: (972) 349-5807.

Once you have registered successfully, please contact the AHIMA Meetings Department at meetings@ahima.org and provide the following information:

- Proof of *registration
- Full name as it appears on your state-issued ID
- Full postal address details
- Preferred salutation (Dr., Mr., Ms., Mrs., Esq., etc.)
- Credentials
- Job Title
- Company

Registration must be for full registration which includes a *non-refundable registration fee. In the event that attendee visa is denied by the government, attendee registration may qualify for AHIMA standard refund policy with written proof of denial.

Once the information is received, we will generate a letter on your behalf.