Examination Application

Certified in Healthcare Privacy and Security (CHPS)
Certified Health Data Analyst (CHDA)

If paying with a check, please submit this application with the appropriate fee to:
Attn: Coding Exams, AHIMA
Dept. 77-2735
Chicago, IL 60678-2735

Type or print clearly. An asterisk (*) indicates a required field.

1. Examination Type: □ CHPS □ CHDA
2. AHIMA ID Number: ______________________________
3. Date of Birth: ________________________
4. First Name: ___________________ MI: ____ Last Name: ___________________________ Suffix: ______
5. Preferred Mailing Address: □ Home or □ Work
6. Home Address: ___________________________________________________ Apt. #/PO Box: __________
7. Employer: _______________________________________________________________________________
   Title: ___________________________________________________________________________________
   Work Address: _____________________________________________________ Suite: ________________
8. Work Phone: ______________________________
9. Home Phone: _____________________________
10. Fax: ______________________________
11. E-mail: ____________________________________________

AHIMA Credential History
12. Have you taken this examination before?
   □ Yes □ No
   Credential and Date: _______________________
13. Have you ever had an AHIMA credential revoked?
   □ Yes □ No
   Credential and Date: _______________________

CHPS New Eligibility
*14. Eligibility (Indicate your eligibility for this examination.)
   (700) □ Associate’s degree and six (6) years experience in healthcare privacy or security management
   (701) □ Healthcare information management credential (RHIT) and minimum of four (4) years experience in healthcare privacy or security management
   (702) □ Baccalaureate degree and a minimum of four (4) years experience in healthcare privacy or security management
   (703) □ Healthcare information management credential (RHIA) and minimum two (2) years of experience in healthcare privacy or security management
   (704) □ Master’s or related degree (JD, MD, PhD, PA, or NP) and two (2) years of experience in healthcare privacy or security management

CHDA New Eligibility
*15. Eligibility (Indicate your eligibility for this examination.)
   (603) □ Healthcare information management credential (RHIT*) and minimum of three (3) years of healthcare data experience
   (600) □ Baccalaureate degree and a minimum of three (3) years of healthcare data experience
   (602) □ Master’s or higher degree and one (1) year of healthcare data experience
   (603) □ Healthcare information management credential (RHIA*)
   (604) □ Master’s in Health Information Management (HIM) or Health Informatics from an accredited school

I certify that the eligibility information provided by me is accurate and attest that I meet the eligibility criteria for the ________ exam. I understand that all ________ certifications awarded are subject to audit in order to verify candidate eligibility. If my application is selected as a result of the audit process, I will be required to submit documentation to support the eligibility information in my application. I further understand that if any information is later determined to be false, the Commission on Certification for Health Informatics and Information Management (CCHIIM) can reject my application and not allow me to take the examination; invalidate the results of my examination; and revoke any certifications issued.

Education and Experience
*16. What is your highest educational degree?
   Please select one.
   (01) □ High School Graduate
   (02) □ HIM Certificate Program
   (03) □ AHIMA ISP Program
   (04) □ Associate’s Degree
   (05) □ Baccalaureate Degree
   (06) □ Master’s Degree
   (07) □ Doctorate
   (08) □ Doctor of Law (JD)
   (09) □ Doctor of Medicine (MD)
   (10) □ AHIMA-Approved Coding Program
   (99) □ Other ________________________
17. How many years of healthcare management experience do you have?  
(01) □ 1–5 years    (02) □ 6–9 years    (03) □ 10–13 years    (04) □ 14–17 years    (05) □ 17+ years

18. What is your current work setting? (Please select one.)  
(01) □ Ambulatory Care Facility  
(02) □ Behavioral/Mental Health Facility  
(03) □ Consultant/Vendor  
(04) □ Corporate Office of a Multi-Hospital System  
(05) □ Educational Institution  
(06) □ HIM Specialty Setting  
(07) □ Home Health Agency  
(08) □ Hospital  
(09) □ Long-term Care Facility  
(10) □ Managed Care/HMO/PPO Office  
(11) □ Multi-Specialty Group Practice  
(12) □ Nonprovider Organization  
(13) □ Physician’s Office  
(14) □ Currently Not Employed  
(15) □ Other: ________________________________

19. Who is covering the cost of this examination?  
(01) □ Examinee  
(02) □ Employer  
(03) □ Both

20. Have you primarily obtained privacy and security training? (Please select one.)  
(00) □ None  
(01) □ On the Job Experience  
(02) □ Seminars/Workshops  
(03) □ University Programs  
(04) □ Other: ________________________________

21. Which of the following credentials do you currently hold?  
(01) □ CCA  
(02) □ CCS  
(03) □ CCS-P  
(04) □ CHP®  
(05) □ CHS  
(06) □ CHPS  
(07) □ CPC  
(08) □ CPC/H  
(09) □ CPHIMS  
(10) □ RHIA  
(11) □ RHIT  
(12) □ RN  
(13) □ CHDA  
(14) □ Other: ________________________________

**Americans with Disabilities Act (ADA)**  
*22. Will you require special accommodations for the administration of this examination?  
□ Yes (Complete Part 1 and 2)  
□ No

**Release of Examination Results**  
*23 AHIMA’S Website—all candidates who successfully pass the examination are recognized for this achievement on AHIMA’s website.

□ I do not authorize the release of my name to be posted on AHIMA’s website.

**Examination Fees**  
□ AHIMA Member $259  
□ AHIMA Nonmember $329

**Method of Payment**  
□ Check/Money Order: Payable to AHIMA  
□ Visa  
□ American Express  
□ MasterCard  
□ Discover  
□ Account Number: ______________________________  
□ Expiration Date: ____________  
□ CVV: ____________  
□ Credit Card Holder’s Name: ______________________  
□ Credit Card Holder’s Address: ____________________  
□ Signature: ____________________________________

*Note that the name and address fields are case sensitive.*

**AHIMA Exam Application Checklist**  
24. Candidates must ensure that all items on this checklist are completed in order for their exam to be processed:  
□ Read the Candidate Guide  
□ Ensure the name on your AHIMA account and exam application matches the name on your primary and secondary identification that will be used for admission at the test center  
□ Confirm meeting eligibility criteria  
□ Include payment (credit card, check, money order)  
□ Complete special accommodations form (American with Disabilities Act), if applicable  
□ Sign Statement of Understanding

**Statement of Understanding**  
I hereby apply to write the CHPS/CHDA examination. I have read and fully understand the Certification Candidate Guide and all sections therein, as well as the AHIMA Code of Ethics. I agree to abide by the terms of the Certification Candidate Guide and the AHIMA Code of Ethics, as well as any other requirements set forth in this application. I certify that the information provided by me on this application (and any other subsequent forms submitted in relation to this application) is accurate. I understand that the submission of false information in this or any other document will be grounds for rejection of my application, revocation of any certification issued, or denial of recertification, at the sole discretion of AHIMA.

Signature: __________________________________________________________________ Date: ________________________

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