Examination Application

Certified Document Improvement Practitioner (CDIP)

Please submit this application with the appropriate fee to:
AHIMA, Attn: CDIP Exam Application
233 N. Michigan Ave., 21st Floor
Chicago, IL 60601

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

1. AHIMA ID Number: ______________________________
2. Date of Birth: ________________________________

* 3. First Name: ___________________ MI: _____ Last Name: ________________________ Suffix: ______

* 4. Preferred Mailing Address: ☐ Home or ☐ Work

* 5. Home Address: ___________________________________________________ Apt. #/PO Box: __________

6. Employer: _______________________________________________________________________________
   Title: ___________________________________________________________________________________
   Work Address: _____________________________________________________ Suite: ________________

7. Work Phone: ______________________________
* 8. Home Phone: _____________________________

9. Fax: ______________________________
   E-mail: ___________________________________________

Eligibility

* 11. Have you taken this examination before?
   ☐ Yes ☐ No
   Credential and Date: ________________________________

* 12. Have you ever had an AHIMA credential revoked?
   ☐ Yes ☐ No
   Credential and Date: ________________________________

Eligibility

* 13. Indicate your eligibility for this exam.
   ☐ An RHIA, RHIT, CCS, CCS-P, RN, MD, DO, PA and two (2) years experience in clinical documentation
     improvement.
   ☐ An Associate’s degree or higher and three (3) years of experience in clinical documentation
     improvement (candidates must also have completed coursework in medical terminology
     and anatomy and physiology)

   Experience will be verified through an audit process of candidates’ resumes. Upon audit, resumes must
   indicate experience in clinical documentation improvement.

   Please provide some brief information substantiating your eligibility in the space below.
   ______________________________________________________
   ______________________________________________________

Education and Experience

* 14. What is your current work setting?
   (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
   (10) ☐ Long-Term Care Facility
   (11) ☐ Managed/Care/HMO/PPO Office
   (12) ☐ Multi-Specialty Group Practice
   (13) ☐ Non-Provider Organization
   (14) ☐ Physician’s Office
   (98) ☐ Currently Not Employed
   (99) ☐ Other: ________________________________

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

16. 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 (99) ☐ Other: _______
**Americans with Disabilities Act (ADA)**

17. Will you require special accommodations for the administration of this examination?
   - Yes (Complete Part 1 and 2)
   - No

**Release of Examination Results**

18. All individuals who successfully pass the exam are recognized for this achievement on the Newly Credentialed Professionals page of AHIMA’s website. A recognition letter will also be sent to your employer.
   - I authorize AHIMA to post my name on the AHIMA website.
   - I authorize AHIMA to send a letter to my employer.

   Supervisor’s Name: _____________________________
   Supervisor’s Title:  ______________________________
   Company: ____________________________________
   Address: ______________________________________
   City: _________________________________________
   State: _________________ Postal Code: ____________
   Country: ______________________________________

19. Will you require special accommodations for the administration of this examination?
   - No
   - Yes (If yes, complete Part 1 and 2)

**Eligibility Attestation**

20. I certify that the eligibility information provided by me is accurate and attest that I meet the eligibility criteria for the CDIP exam. I understand that all certifications awarded are subject to audit in order to verify candidate eligibility. If my application is selected 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 exam; invalidate the results of my exam and revoke any certification issued.

   Signature: ____________________________________
   Date:   ______________________________________

**Examination Fees**

- AHIMA Member $259
- AHIMA Nonmember $329

**Method of Payment**

- Check/Money Order: Payable to AHIMA
- Credit Card:
  - Visa
  - MasterCard
  - American Express
  - 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**

21. Candidates must ensure that all items on this checklist are completed in order for their exam to be processed:
   - Read the Candidate Guide
   - Make sure the first and last name provided on the application matches the name on the primary Identification
   - 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 CDIP 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:   ______________________________________

**Certified Document improvement Practitioner (CDIP)**