Nonmember Continuing Education Report Form

To report online, see Reporting Options below.

Cycle End Date: December 31, 2014

Note—for prompt acknowledgement of your Continuing Education Report Form, please verify or provide your current e-mail address.

Attention Coding Credential Holders!
Each coding self-review is worth 5 CEUs toward your required CEU total.

Reporting Options:
For faster service and immediate access to your validation certificate, you may now report your continuing education units (CEUs) and submit payment online at ahima.org and log into myAHIMA, “CEU Center.” Next, choose “Record/Report” to submit your CEUs and pay the nonmember credential maintenance fee.
To report by mail, please return this form with payment or credit card information to: AHIMA/Recertification, 38604 Eagle Way, Chicago, IL 60678.
After updating, print out your validation certificate at ahima.org. Log into myAHIMA, click “CEU Center,” and select “View Certificate” under your CEU Schedule.
The deadline for reporting your CEUs is March 31, 2015.

You are required to report CEUs for the following credentials:

<table>
<thead>
<tr>
<th>Date</th>
<th>Program Title/Activity</th>
<th>Program Type</th>
<th>Sponsor</th>
<th>HIIM Domain</th>
<th>Number of CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total CEUs Earned
TOTAL CEUs Required

Affidavit:
I hereby verify the truth of the entries on this Continuing Education Report Form. I affirm that I participated in continuing education activities and that the number of CEUs reported is correct. I will be able to supply supporting documentation verifying participation and summarizing content for the CEUs reported.

Signature Date

Invoice Amount: ____________

Payment Method:
☐ Check/Money Order
☐ Visa ☐ MasterCard ☐ AmEx ☐ Discover

Card Number ________________________

Card Expiration Date ________________________

Signature ________________________
Nonmember Continuing Education Report Form—Checklist

Additional Details

• For prompt acknowledgement of your continuing education form verify that your current e-mail address is correct by visiting your profile at myAHIMA.org.

• AHIMA will ONLY record continuing education units (CEUs) submitted by mail or fax (Domain names and/or totals for each domain will NOT be recorded).

• AHIMA will NOT retain a copy of this Continuing Education Report Form. Please keep a copy for your records.

• Credential holders, retain CE documentation (proof of activity) for a period of two years for auditing purposes.

Program Title/Activity—Name or title of event in which CEUs were earned.

Program Type—Indicate the program type (best applicable) that describes the event. (Webinar, Virtual Meeting, Audio Seminar, in-person meeting, distance education course, speaker, author, or other)

Sponsor—Indicate if the event was sponsored by AHIMA or other (any person or organization outside of AHIMA)

HIIM Domains (see below for detailed definitions)

Number of CEUs—the total number of CEUs for the activity.

HIIM Domain

HIIM Professional Domain Definition: Health informatics and information management (HIIM) improves the quality of healthcare by ensuring the most timely and accurate information is available to make any healthcare decision. HIIM professionals manage healthcare data and information resources. The profession encompasses services in planning, collecting, aggregating, analyzing, and disseminating individual patient and aggregate clinical data. It serves the following healthcare stakeholders: patients, providers, patient care organizations, research and policy agencies, payers, and other healthcare-related entities.

Eighty percent of all CEUs must be earned within the HIIM domain, which is divided into the domain areas below.

The CCHIIM provides the following list of examples of educational experiences. These educational experiences may include but are not limited to the following:

ICD-10: ICD-10-CM/PCS application and use.

Technology: Application of existing and emerging technologies for the collection of clinical data, the transformation of clinical data to useful health information, and the communication and protection of information on an analog medium, (for example, paper, photographic film, and so on) or digital medium, (for example, magnetic tape, optical disk, CD, DVD, and so on).

Management Development: Application of organizational management theory and practices in addition to human resource management techniques to improve departmental adaptability, innovation, service quality, and operational efficiency.

Clinical Data Management: Applications and analysis of quality and clinical resources appropriate to the clinical setting to include database management, and coding compliance using CPT, ICD-9-CM, or other specialized coding systems within the prospective or payment system to ensure quality and cost effectiveness of the services rendered (for example, data integrity, quality of documentation, and clinical efficiency).

Performance Improvement: Development and application of quality processes to ensure quality data is generating consistent and timely quality information, and to develop systems that are flexible and adaptable in a constantly changing healthcare environment (for example, e-HIM®, regulatory changes, and new technology).

External Forces: The study of regulatory requirements and the development of appropriate compliance initiatives for policies, procedures, protocols, and technology for hospitals, specialty facilities, and other healthcare providers, which includes the development of systems (for example, e-HIM®) to implement required practices for the Joint Commission and other accrediting bodies, federal and state appropriate rules and regulations (that is, the Centers for Medicare and Medicaid Services, and the Health Insurance Portability and Accountability Act (HIPAA)).

Clinical Foundations: Understanding of human anatomy and physiology, the nature of disease processes, and the protocols of diagnosis and treatment of the major diseases to include common drugs, laboratory, and other tests used for the diagnosis and treatment of disease. Practice the ability to apply this knowledge to the reading, coding, and abstracting of medical information to support quality patient care and associated databases.

Privacy and Security: Understanding and applying current healthcare regulations promoting protection of medical information and the electronic transmission of health information; and acting as the patient’s advocate for their understanding of their rights in regards to protected health information on any applicable analog or digital medium.