

Commission on Certification for Health Informatics and Information Management (CCHIIM)

Recertification Guide Maintenance of Certification

(Revised Fall 2017)



2050.17



COMMISSION ON CERTIFICATION



CCHIIM Mission

Through certification, the CCHIIM ensures the competency of professionals practicing health informatics and information management (HIIM) worldwide.

CCHIIM Vision

Professional excellence in HIIM through certification.

CCHIIM Values

- The application of evidence-based best practices for certification;
- The validation of workforce competence through professional certification;
- The commitment to ongoing professional development, lifelong learning, and workforce excellence; and
- The recognition of CCHIIM-certified professionals' role in maintaining and enhancing quality health information for the safety of the public and the improvement of healthcare.

CCHIIM Recertification Program

Purpose

The CCHIIM recertification (maintenance of certification) program ensures that CCHIIM-certified professionals demonstrate ongoing competence in the domain areas in which they are certified, through either maintenance or enhancement activities. For the purposes of recertification (maintenance of certification), CCHIIM further defines maintenance and enhancement activities as follows:

Maintenance: Completion of educational programs that provide updated training and skills to allow continued competence in HIIM by earning the required number of continuing education units (CEUs) in any of the HIIM Domains.

Enhancement: Completion of educational programs that result in expanded knowledge and skills to enhance professional growth in HIIM by earning additional CEUs in a specific HIIM domain. This is beyond the requirement to maintain certification.

*Congratulations on earning your AHIMA professional credential!
You've marked yourself as a leader and HIIM expert, and shown
your support for the healthcare profession. But there's more to
certification than that. Through it you've increased your
chances for success in your chosen career.*

AHIMA Certification—Your Best Professional Value

Receiving an AHIMA Credential Means:

- Demonstrating commitment to your professional area of expertise, a dedication to quality healthcare, and a need to establish high standards in managing confidential health information.
- Offering ongoing value to your profession and employer through continuation of your personal education, allowing you to maintain your expertise and contribute at the highest levels.
- Having an edge over noncertified professionals. AHIMA certification signifies experience and knowledge, and validates professional competence for employers, consumers, and yourself.

What Are the Biggest Benefits of Recertification (Maintenance of Certification)?

- Return on investment from the high value of being AHIMA certified
- Professional prestige helps you remain competitive in a tough job market
- Demonstration of your ongoing commitment and competence in HIIM
- Networking opportunities with similarly credentialed peers who share your level of expertise
- Reasonable recertification fees

To Recertify You Must:

1. Obtain the required number of CEUs during your recertification cycle.
2. Complete your mandatory annual coding self-reviews (self-assessments), if applicable.
3. Participate in accepted and qualified CEU activities.
4. Report your CEUs on time.
5. Document your CEU activity for auditing.
6. Ensure your recertification fee is paid.

Recertification Terminology

Recertification Cycle: The two (2) year cycle during which time an individual must obtain and earn their designated number of CEUs, pay recertification fees, and complete two (2) self reviews, if applicable, in order to maintain their credential(s).

Anniversary Date: The date an individual successfully passed their initial certification exam which is also the start date for their recertification cycle.

Grace Period: The three (3) month period following a two-year cycle end date, only applicable if an individual has not successfully met recertification requirements during their recertification cycle, during which time the credential(s) is still considered active. During the Grace Period, CEUs and self reviews, if applicable, can be re-

ported for the recertification cycle.

Inactive Period: The three (3) month period following the grace period end date, only applicable if an individual has not successfully met recertification requirements during their recertification cycle and Grace Period, during which time the credential(s) is considered inactive. During the Inactive Period, CEUs and self reviews, if applicable, can be reported for the recertification cycle along with a late fee.

Revocation Period: The six (6) month period following the Inactive Period end date, only applicable if an individual has not successfully met recertification requirements during their recertification cycle, Grace Period or Inactive Period. During the Revocation Period the credential(s) is considered revoked and CEUs earned from the half-way point of the two-year recertification cycle until the date of reinstatement and self reviews, if applicable, can be reported along with the Intent to Reinstatement form and fee. CEUs earned during the first twelve (12) months of the recertification cycle will be lost and become non-applicable to reinstate the credential. If recertification requirements are not met by the Reinstatement Period end date, the credential will be permanently revoked.

Recertification Process

CEU Requirements for Single Credential

If You Have A(n)...	You Must Earn...
Certified Coding Associate (CCA)	20 CEUs, including two mandatory annual coding self-reviews (self-assessments)**
Certified Coding Specialist (CCS)	20 CEUs, including two mandatory annual coding self-reviews (self-assessments)**
Certified Coding Specialist—Physician-based (CCS-P)	20 CEUs, including two mandatory annual coding self-reviews (self-assessments)**
Physician Coding Specialist (PCS)*	20 CEUs, including two mandatory annual coding self-reviews (self-assessments)**
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 Documentation Improvement Practitioner (CDIP)	30 CEUs
Certified Professional in Health Informatics (CPHI)	30 CEUs
Certified in Healthcare Technology Specialist (CHTS)	20 CEUs
Certified in Healthcare Privacy (CHP)*	30 CEUs
Certified in Healthcare Security (CHS)*	30 CEUs

*AHIMA no longer offers these certification exams.

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

CEU Requirements for Multiple Credentials

If you have more than one AHIMA credential, you must earn ten (10) additional CEUs per credential during your two-year recertification cycle, up to a total of fifty (50) CEUs. These CEUs may not be duplicated or used for more than one credential.

Credential	Required Number of CEUs
CCS and CCS-P	(20 + 10) 30
CHPS with RHIT	(30 + 10) 40

RHIA with CHDA	(30 + 10) 40
RHIA with CDIP	(30 + 10) 40
RHIA with CCS and CCS-P	(30 + 10 + 10) 50
CHDA with CCS, CHPS, and CDIP	(30 + 10 + 10+ 10) 50
RHIA with CCS, CCS-P, CHDA, and CDIP	(30 + 10 + 10+ 10 + 10) 50

Recertification Cycle

Health Informatics and Information management (HIIM) is a constantly evolving field, and professionals in this HIIM field require the most recent knowledge to move the profession forward. Frequently new findings regarding best practices, technology, privacy and security, research, and new information is introduced into the field, such as annual clinical coding updates, healthcare laws and regulations to a point that it is essential for experts in the field to regularly maintain and enhance their HIIM knowledge base. For these reasons a certification cycle of two years has been established, during which time certificants will be required to attain a specific number of CEUs in order to refresh existing knowledge and skills as well as acquire new knowledge and skills relating to advances in the HIIM field and changing job responsibilities.

Initial: The initial recertification cycle for newly credentialed certificants (first credential obtained) begins the day after the credential is awarded, plus the additional two (2) calendar year recertification period. A credential is awarded when a candidate:

- Passes the certification examination, OR
- Passes the certification examination AND has successfully completed the academic requirements of an HIIM program accredited by CAHIIM (RHIA and RHIT early testing candidates). The academic prerequisite is confirmed when an official transcript is submitted and approved.

Example

Exam taken:	Exam pass date:	Transcript approval date:	Recertification cycle is:
CCS	7/21/2016	N/A	7/21/2016-7/20/2018

Ongoing: The recertification cycle for subsequently obtained credential(s) begins with the start of the next cycle date for the first or initial credential.

Example

If existing credential is:	Current cycle is:	After obtaining:	The new cycle for both credentials is:
RHIA	11/18/2016 – 11/17/2018	*CCS on 12/8/2016	11/18/2018 – 11/17/2020

**CEUs earned between December 9, 2016, and November 17, 2018, can be reported for the first recertification cycle only.*

Qualifying Continuing Education Activities and Calculation of CEUs

Continuing Education (CE) Content

CEUs must be earned within your recertification cycle and must be relevant to the HIIM field as presented in the HIIM domains to be eligible for CE credit. Eighty (80) percent of required recertification CEUs must be earned within the HIIM domains (see Appendix A). The remaining twenty (20) percent can include participation in CE activities on topics not included in the domains but relevant to the credential holder's professional position.

Calculation of CEUs

Calculation of CEUs is based upon clock hours. 0.5 CEUs are given for every thirty (30) minutes of attendance or participation that is fixed in length.

A session lasting 30-44 minutes will be accepted for 0.5 CEU credits; a session lasting less than 30 minutes will not be accepted for CEU credit. CEU credit should be calculated according to the following method:

Session Length	CEU Credits
0-29 minutes (0-0.49 hrs)	0 CEUs
30 - 44 minutes (0.50-0.74 hrs)	0.5 CEUs
45 - 89 minutes (0.75-1.49 hrs)	1 CEU
90 – 104 minutes (1.50-1.74 hrs)	1.5 CEUs
105 – 149 minutes (1.75-2.49 hrs)	2 CEUs
150 – 164 minutes (2.50-2.74 hrs)	2.5 CEUs
165 – 209 minutes (2.75-3.49 hrs)	3 CEUs

CE Activities

1. Participation in educational programs on topics relevant to HIIM.
 - a. Educational portions of AHIMA meetings (national convention, state, local, or regional meetings)—*one (1) CEU for each 60 minutes of participation*
 - b. Educational portions of programs of allied health and other relevant professional associations—*one (1) CEU for each 60 minutes of participation*
 - c. Educational portions of programs sponsored by organizations or vendors on topics that maintain, update, or enlarge knowledge and skills relevant to the HIIM profession—*one (1) CEU for each 60 minutes of participation*
 - d. Telecommunications and teleseminars relevant to the HIIM profession—*one (1) CEU for each 60 minutes of participation*

2. Participation in formal educational programs of study that address HIIM-relevant subject areas.
 - a. Post-secondary courses attended for credit, including guided independent study and regular college or university courses. Courses taken in pursuit of HIIM profession-relevant associate, baccalaureate, master, or doctorate degrees, are included. All coursework and final exams must be completed by the recertification cycle end date—*fifteen (15) CEUs for each semester/trimester credit; ten (10) CEUs for each quarter credit*
 - b. Completion of courses as part of the HITECH education programs (non-degree) created to educate health IT professionals who can facilitate the implementation and support of an electronic healthcare system. All coursework and final exams must be completed by the recertification cycle end date. *Twenty (20) CEUs per completion of a workforce role.*
 - c. Audit of academic course or relevant non-credit adult education course, including attendance at a college or university course with permission and following regulations, without completing necessary requirements for full formal credit. Course must be completed by the recertification cycle end date—*six (6) CEUs for each semester/trimester credit; four (4) CEUs for each quarter credit*
 - d. Correspondence and other formal, independent, online, or distance education study programs accredited by the National Home Study Council or prior-approved by AHIMA, which consist of readings and exercises submitted to a knowledgeable instructor for evaluation. Courses normally cover several lessons to be completed in a specific time period. Certificate of completion must show that all coursework and exams were completed by the recertification cycle end date. *(CEUs must be determined on an individual basis by CCHIIM.)*

3. Publication and presentation of material relevant to HIIM.
 - a. Publication is the development of an original work, relevant to the HIIM profession, reproduced by written or electronic means for general dissemination to the public (unless required as part of work

responsibilities—see section VI.6.a and VI.6.b).

- Author of a textbook, workbook, or manual—*thirty (30) CEUs*
 - Editor of a textbook, workbook, or manual—*twenty (20) CEUs*
 - Author of an article in a research journal—*fifteen (15) CEUs*
 - Author of a chapter in a textbook, workbook, or manual—*ten (10) CEUs*
 - Author of an educational article in a professional or trade journal—*five (5) CEUs*
 - Editor of a professional or trade journal—*five (5) CEUs*
 - AHIMA course writing (for example, Virtual Lab, Courseshare, EHR Hybrid Environment six-lesson course)—*five (5) CEUs*
 - Author of an educational article in a local or state newsletter—*two (2) CEUs*
 - Reviewer of book manuscripts prior to publications—*one (1) CEU per chapter*
- b. Presentation is the development of an original work delivered to an audience.
- Speaker at an educational program—*one (1) CEU for each 15 minutes of podium time*
 - Panel participant at an educational program—*one (1) CEU for each 60 minutes of podium time*
4. Independent study activities relevant to the HIIM profession.
- a. Study groups devoted to topics relevant to HIIM—*one (1) CEU for each 60 minutes of participation*
 - b. Enrollment in one or more AHIMA independent study program modules (*CEUs pre-determined by CCHIIM*)
 - c. Enrollment in home study programs relevant to AHIMA core education content areas from organizations other than AHIMA (*AHIMA prior approval required*)
 - d. AHIMA post-test offerings accompanying a *Journal of the AHIMA* article or book published by AHIMA (*CEUs pre-determined by CCHIIM*)
 - e. Advanced research (for example, reading and analyzing material above and beyond one's knowledge of the subject matter) in an HIIM topic area to support activities associated with an expert panel, workgroup, or task force of AHIMA or its affiliate—*one (1) CEU per each year*
5. Item writing
- Item writing for AHIMA's certification exams (*CEUs pre-determined by CCHIIM*)
6. Other activities
- Substantive oversight and involvement of directed clinical practice on behalf of a Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) accredited program—*five (5) CEUs per student supervised with a maximum of ten (10) CEUs for student supervision allowed in each recertification cycle*

Substantive oversight and involvement includes, but is not limited to:

- Creating a training plan and schedule of activities
- Developing and assigning project(s)
- Providing direction and guidance
- Conducting review of progress and providing feedback
- Conducting student evaluation at the conclusion of the project(s)
- Other Considerations: CEUs for other individuals assigned as mentors—*one (1) CEU for every 60 minutes of direct contact with a maximum of five (5) CEUs (five hours of contact) per student, and a*

maximum of ten (10) CEUs allowed in each recertification cycle.

- Visiting AHIMA exhibits at a national or state meeting—*one (1) CEU per meeting*
- Participation in an AHIMA volunteer leader conference or work group (*CEUs pre-determined by AHIMA*)
- Internet educational offerings relevant to AHIMA core education content areas (*AHIMA prior-approval required*)
- Facilitator for an AHIMA Community of Practice (CoP or other online HIIM community)—*five (5) CEUs for one year service, per community, each year of the two-year cycle*
- Activities defined by the guidelines for approval of CE programs for state, local, and regional HIM associations
- Exceptional events recognized by the CCHIIM
- Taking and passing a HIT Pro examination—*five (5) CEUs per examination passed.*

Non-Qualifying Continuing Education Activities

Examples of activities that do not qualify for CEUs are as follows. The list is illustrative and not intended to be all-inclusive.

- Responsibilities that fall within the normal parameters of an individual's job description, including, but not limited to, the following: (1) staff meetings; (2) grand rounds; (3) preparation for and/or participation in accreditation and licensure surveys; (4) preparation of procedure, policy, or administrative manuals; (5) conducting tours; (6) participation in career day activities; (7) development of employee and staff training materials
- Published materials and/or presentations developed as a direct part of an individual's employment
- Serving in a volunteer leadership role for AHIMA or any other professional organization
- Instructing or teaching a class
- Summarizing articles, audiotapes, or video

Reporting your CEUs

To recertify, you can report your CEUs and pay the recertification fee online at ahima.org/certification. You can also report your CEUs by mail by submitting the following:

- CEU Report Form (located at ahima.org/certification)
- Recertification fee

Mail your completed CEU Report Form with payment to:

Members

AHIMA
Recertification
233 N. Michigan Ave., 21st Fl.
Chicago, IL 60601

Nonmembers

AHIMA
Recertification
Dept. 77-3081
Chicago, IL 60678-3081

When to Report

On the last day of your recertification cycle, your account will automatically be reviewed by the system to determine if you have met all applicable recertification requirements. If you have met all of your recertification requirements, your cycle will roll over to the subsequent two year recertification cycle.

If you have not met all of your recertification requirements at that time, your cycle will roll into the Grace Period. In order to avoid penalty (including late fees and an inactive credential), recertification requirements must be met no later than the last day of your Grace Period (three months following your recertification cycle end date).

If reporting by mail, AHIMA must receive your report form and fee no later than the last business day of the

third month, following the end of your recertification cycle, to avoid penalty. This policy applies to all reporting deadline dates that fall on a weekend or holiday.

Please log into your AHIMA CEU Center to track your recertification progress.

Recertification Fees (plus any applicable late fees):

Single Credential

RHIA	\$218
RHIT	\$218
CCA	\$218
CCS	\$218
CCS-P	\$218
PCS	\$218
CHDA	\$218
CDIP	\$218
CHPS	\$218
CHP	\$218
CHTS	\$218
CHS	\$218

Multiple Credentials

Primary credential (based on credential hierarchy) fee, plus \$50 for each additional credential.

Credential Hierarchy:

- Upon completion of the requirements, a mastery-level coding credential replaces an entry-level coding credential. Once granted, the mastery-level credential is recognized and CEUs for this credential need only be maintained.
- Upon completion of the requirements, a baccalaureate or higher level HIM credential replaces an associate-based HIM credential. Once granted, the baccalaureate-based credential is recognized and CEUs for this credential need only be maintained.

Note: Credential holders who are not AHIMA members pay the above fees on a biennial basis. Credential holders who are AHIMA members pay reduced recertification fees on an annual basis; their recertification fees are included with the annual membership renewal total.

Certification Status

Status Types

- a. Active: Based on meeting the recertification requirements.
- b. Inactive:
 - i. Based on failure to complete the recertification requirements within the two (2) year recertification cycle and three (3) month Grace Period following the end of the recertification cycle.
 - ii. Based on failure to complete the annual coding self-reviews required of a coding credential holder's recertification cycle within the two (2) year recertification cycle and three (3) month Grace Period following the end of the recertification cycle.

The credential(s) may not be used during the period of inactive status. A late fee is imposed to re-activate a credential to active status.

c. Revoked:

- i. Based on failure to complete recertification requirements within two (2) year recertification cycle, three (3) month Grace Period, and three (3) month Inactive Period. Credential holders who do not report their CEUs by the end of their Inactive Period will have their credential(s) revoked.
- ii. Based on failure to complete the annual coding self-reviews required of a coding credential holder's recertification cycle within the within two (2) year recertification cycle, three (3) month Grace Period, and three (3) month Inactive Period. Credential holders who do not complete their self reviews by the end of their Inactive Period will have their credential(s) revoked.
- iii. Based on CCHIIM appeals committee or AHIMA Professional Ethics Committee decision regarding misconduct.

Individuals may not use the applicable credential(s) once they have been revoked.

d. Retired:

- i. Based on a voluntary request of a fully retired individual who is no longer working in the field of HIIM. The individual may retire and begin work in a field unrelated to HIIM so long as he or she no longer holds any HIIM responsibilities. The individual's credential(s) must be active and in good standing at the time of the request. In order to re-activate a retired credential, the certification examination must be passed again if one full recertification cycle has passed while in Retired status.
An individual falling under the retired status must use the term "retired" following his or her credential in order to differentiate from the Active Status credential, e.g. John Smith, RHIA (Retired)

Note: Credential holders who are retired or disabled may continue to maintain recertification requirements and uphold an active credential, if they so choose.

- e. Voluntary Relinquished: Based on a voluntary request of an individual who no longer wishes to maintain his or her credential and voluntarily withdraws from the recertification process. The individual's credential(s) must be active and in good standing at the time of the request. In order to re-activate a voluntarily relinquished credential to active status, the certification examination must be passed again if one full recertification cycle has passed while in Voluntarily Relinquished status.

Individuals may not use the applicable credential(s) once they have been voluntarily relinquished.

Reinstatement of Credentials

Individuals whose credentials have been revoked can apply for reinstatement and be returned to active status by completing the Intent to Reinstate Credential application, paying all appropriate fees, and meeting the requirements for recertification.

The CCHIIM provides three ways to reinstate a credential (up to one year following the recertification cycle end date):

Option A: Reactivate by CE

- a. Submit an Application to Reinstate a Credential;
- b. Pay the appropriate fee;
- c. Obtain the required number of CEUs and submit all supporting documentation showing completion of activities. CEUs must be earned during the second year of the recertification cycle up to the date of reinstatement.

- d. Complete the current year's coding self-review (for coding credentials only)

Option B: Reactivate by Portfolio Review

- a. Submit portfolio for review and pay additional fee

Option C: Reactivate by Exam

- a. Retake the applicable certification exam

After one year following the recertification cycle end date, the only way to be reinstated and returned to active status is to retake the applicable certification exam.

An individual whose credential is reinstated will be officially notified by the CCHIIM that recertification requirements have been met. Upon official notification, the individual will be assigned a two-year recertification cycle following reinstatement.

Additional Recertification Processes

Audits

Each year a percentage of recertification report forms are randomly selected for audit. Individuals selected for audits will be notified in writing and required to submit verifiable documentation (for example, certificates of attendance or similar materials) for each activity listed on the CEU Report Form by the due date specified on the audit notification material.

Verifiable documentation can include certificates of attendance, program materials, or other information provided by the program sponsor that verify program date, length, and subject matter (that is, agenda, program outline, handout, meeting summary, or meeting transcript).

It is therefore recommended that CEU participants retain all records in their files for at least one year following the cycle end date. Individuals who fail to respond to the audit request by the specified due date or are found to have submitted false information on their recertification form may be denied recertification.

Waiver of CE Requirements

The Commission may for good cause waive or reduce the CEU requirement. Certificants may request a temporary waiver by submitting a written request to the Commission for consideration.

- a. Temporary Waiver—Temporarily waive recertification requirements due to extenuating circumstances or hardships (for example, financial hardship, illness, unforeseen circumstances, and natural catastrophes)

Extensions

The Commission may grant an extension of time to complete the number of CEUs required for a CE cycle. An extension of time shall not relieve the applicant of the responsibility for completion of the CEU requirements for the CE cycle in which the extension period falls.

Appeals

Individuals whose credential has been revoked or whose application for reinstatement has been denied may appeal to the CCHIIM. Additional information on submitting an appeal to the CCHIIM is available at ahima.org/certification.

Frequently Asked Questions

What is recertification?

Recertification (maintenance of certification) is a process that ensures CCHIIM-certified professionals demonstrate ongoing competence in the domain areas in which they are certified, through either maintenance or enhancement activities.

What is certification maintenance?

Certification maintenance is the completion of educational programs that provide updated training and skills to allow continued competence in HIIM by earning the required number of CEUs in any of the HIIM domains.

What is certification enhancement?

Certification enhancement is the completion of educational programs that result in expanded knowledge and skills to enhance professional growth in HIIM by earning additional CEUs in a specific HIIM domain. This is beyond the requirement to maintain certification.

What is the initial recertification cycle?

The initial recertification cycle for newly credentialed certificants (first credential obtained) is two years long, beginning on the day the credential is awarded which is also the date the certification exam was passed.

Example: If you passed the RHIA examination on November 17, 2016, your recertification cycle begins on November 17, 2016, and ends on November 16, 2018, for a period of two (2) years. CEUs earned during this period can be reported when you recertify.

What if I am an RHIA or RHIT early tester—when does my initial recertification cycle begin?

Once your transcript is reviewed and eligibility is confirmed, your recertification cycle begins the day you passed your RHIA or RHIT certification exam.

What do I need to do in order to recertify or maintain my certification status?

To recertify or maintain your certification, you need to earn your required CEUs within your recertification cycle, pay recertification fees, and, if applicable, complete your mandatory annual coding self-reviews.

I currently have only one (1) AHIMA credential. How many CEUs must I accumulate during the reporting period?

CEU Requirements for Single Credential

If You Have A(n)...	You Must Earn...
Certified Coding Associate (CCA)	20 CEUs, including two mandatory annual coding self-reviews**
Certified Coding Specialist (CCS)	20 CEUs, including two mandatory annual coding self-reviews**
Certified Coding Specialist—Physician-based (CCS-P)	20 CEUs, including two mandatory annual coding self-reviews**
Physician Coding Specialist (PCS)	20 CEUs, including two mandatory annual coding self-reviews**
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 Documentation Improvement Practitioner (CDIP)	30 CEUs

Certified Professional in Health Informatics (CPHI)	30 CEUs
Certified in Healthcare Privacy (CHP)*	30 CEUs
Certified in Healthcare Technology Specialist (CHTS)	20 CEUs
Certified in Healthcare Security (CHS)*	30 CEUs

*AHIMA no longer offers these certification exams.

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

I currently have multiple (two or more) AHIMA credentials. How many CEUs must I accumulate during the reporting period?

CEU Requirements for Multiple Credentials

If you have more than one AHIMA credential, you must earn ten (10) additional CEUs per credential during your two-year recertification cycle, up to a total of fifty (50) CEUs. These CEUs may not be duplicated or used for more than one credential.

Credential	Required Number of CEUs
CCS and CCS-P	(20 + 10) 30
CHPS with RHIT	(30 + 10) 40
RHIA with CHDA	(30 + 10) 40
RHIA with CDIP	(30 + 10) 40
RHIA with CCS and CCS-P	(30 + 10 + 10) 50
CHDA with CCS, CHPS, and CDIP	(30 + 10 + 10+ 10) 50
RHIA with CCS, CCS-P, CHDA, and CDIP	(30 + 10 + 10+ 10 + 10) 50

How can I earn AHIMA CEUs?

AHIMA offers many opportunities to earn CEUs through meetings, audio and Web seminars, distance learning courses, and other activities that qualify for CEUs. For additional information on these products, please visit ahimastore.org.

Can I use CEUs earned through organizations other than AHIMA?

Yes. CCHIIM accepts CEUs earned through other organizations, provided they qualify as valid CE activities and are relevant to HIIM.

Can I get CEUs for college courses?

Yes. CCHIIM accepts CEUs earned through participation in formal educational programs of study that address subject areas related to HIIM.

Can I earn AHIMA CEUs by earning another AHIMA certification?

No. At this time CCHIIM has not designated this as a valid CE activity.

How can I find out how many AHIMA CEUs I have earned so far?

CEUs earned directly through an AHIMA activity will be automatically recorded in your AHIMA CEU Center. CEUs earned from any other activity must be manually recorded in your AHIMA CEU center. The CEU Center tracks how many CEUs you have earned within your current recertification cycle.

What fees are required for renewing my certification?

For AHIMA-Certified Nonmembers:

Single Credential

- Primary credential fee of \$218 per cycle

Multiple Credentials

Primary credential (based on credential hierarchy) fee, plus \$50 for each additional credential per cycle.

Examples:

1. RHIT earns RHIA

- Year 1 = no fee
- Year 2 = \$218 recertification fee for RHIA

Based on credential hierarchy, the RHIA credential replaces the RHIT.

2. CCA earns CCS

- Year 1 = no fee
- Year 2 = \$218 recertification fee for CCS

Two-year total fees = \$218

Based on credential hierarchy, the CCS credential replaces the CCA.

3. RHIA earns CHDA

- Year 1 = no fee
- Year 2 = \$218 recertification fee for RHIA, plus \$50 recertification fee for CHDA

Two-year total fees = \$268

4. RHIT earns CCS

- Year 1 = no fee
- Year 2 = \$218 recertification fee for RHIT (first credential) plus \$50 recertification fee for CCS (second credential)

Two-year total fees = \$268

For AHIMA Members:

Credential holders who are AHIMA members already have their recertification fees included with the annual membership fee (this includes the mandatory coding self review fee).

What should I do with my CEU documentation?

AHIMA does not require CEU documentation at the time of recertification. You should not submit any paperwork, other than your recertification application and the accompanying fees. Please save all CEU documentation for one full calendar year following the date of your certification renewal, in case you are audited.

Do CEUs carry over from one reporting period to another?

No. You can only report CEUs earned during the current recertification cycle.

What if I don't have enough CEUs to recertify or maintain my certification?

If you do not report the required CEUs, following the end of your grace period, your credential(s) will be placed in inactive status. The CCHIIM provides a three (3) month window (the inactive period) for credential holders to meet recertification requirements and report CEUs before the revocation process begins.

What does inactive status mean?

During inactive status, you cannot promote yourself as AHIMA-certified. If you reactivate your credential(s) during the inactive period (a reactivation fee applies), your certification will be reinstated and considered active. If you fail to reactivate by the end of the inactive period, your certification will be revoked.

What does revocation mean?

If you fail to reactivate by the end of the inactive period, your certification will be revoked. Once your certification is revoked, you are no longer AHIMA certified and your certification can only be reinstated by the following three options:

Option A: Reactivate by CE

- a. Submit an Application to Reinstate a Credential.
- b. Pay the appropriate fee.
- c. Obtain the required number of CEUs and submit all supporting documentation showing completion of activities. CEUs must be earned during the second year of the recertification cycle up to the date of reinstatement.

Note: CEUs accumulated after the end of the previous recertification cycle can be reported for reactivation. However, these CEUs cannot be used or reported for the next cycle. Certificants who report or use CEUs accumulated after the recertification cycle end date to reactivate their credential(s) will automatically be placed on the audit list for the next cycle. This policy also applies to certificants who are reactivated as a result of being placed in inactive status.

- d. Complete the current year's coding self-review (for coding credentials only)

Option B: Reactivate by exam

Retake the applicable certification exam.

After one year following the last day of your recertification cycle (after the Revocation Period), the only way to be reinstated and returned to active status is to retake the applicable certification exam.

What is the yearly audit?

In order to ensure high standards of competency and continuing education, AHIMA/CCHIIM will conduct an annual audit. A randomly selected, percentage sample of recertification forms submitted from the prior reporting period will be sampled to participate in the audit. The audit will be conducted at each credential level. If audited, you will be required to provide documented proof of all CEU activity reported during the reporting period to the AHIMA national office within 30 days.

If you are unable to provide documented proof within 30 days, your certification will be considered inactive and you will have one year to complete the recertification process by providing the documentation or obtaining new CEUs. All audit paperwork is reviewed for completeness and accuracy by CCHIIM. If all paperwork is complete and the appropriate number of CEUs are earned, you will be notified that your credential is valid until the next recertification due date. If, after submission of CEUs, it is determined that some CEUs are not applicable, an appropriate amount of time will be allowed for you to earn additional replacement CEUs.

Appendix A—HIIM Domains

HIIM Professional Domain Definition: 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 (80) 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:

1. **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 analog (for example, paper or analog photographic film) or digital media (for example, magnetic tape, optical disk, CD, or DVD).

Topics include, but are not limited to:

- Electronic health records (EHRs)
- HIM software applications (encoders, patient information management systems, and chart management, CDI systems, and electronic queries.)
- Personal health record (PHR)
- Health information exchange (HIE)
- Speech recognition

2. **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.

Topics include but are not limited to:

- Project management
- Training and development
- Work design
- Employee hiring and retention
- Effective communication

3. **Clinical Data Management:** Applications and analysis of quality and clinical resources appropriate to the clinical setting. Includes database management, clinical documentation improvement, 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 rendered services (for example, data integrity, quality of documentation, and clinical efficiency).

Topics include, but are not limited to:

- ICD-9-CM/CPT/HCPCS
- Prospective payment systems (for example, DRG and APC)
- ICD-10
- Registries
- RAC

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

Topics include, but are not limited to:

- Outcomes data management
- Revenue cycle management
- Clinical practice guidelines
- Remote coding or computer-assisted coding

5. **External Forces:** 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. Includes the development of systems (for example, e-HIM®) to implement required practices for the Joint Commission and other accrediting bodies and federal and state rules and regulations (for example, The Centers for Medicare and Medicaid Services, and HIPAA).

Topics include, but are not limited to:

- OIG work plan

- HIPAA
- Compliance
- Legal or regulatory update
- EHR certification and incentive programs

6. Clinical Foundations: Understanding of human anatomy and physiology; the nature of disease processes; and the protocols of diagnosis and treatment of major diseases to include common drugs and 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.

Topics include, but are not limited to:

- Pathophysiology
- Pharmacology
- Clinical intervention
- Diagnostic and laboratory testing
- Telemedicine

7. Privacy and Security: Understanding and application of current healthcare regulations that promote protection of medical information and the electronic transmission of health information. Acting as the patients' advocate, helping them understand their rights in regard to protected health information on any applicable analog or digital medium.

Topics include, but are not limited to:

- Release of information
- Confidentiality
- Personal health information
- Security risk assessment
- Security audit
- Privacy risk assessment

Change History

Date	Change
10/18/2016	Added Recertification Terminology and two-year recertification cycle reasoning. Updated policies: changed maximum number of required CEUs to 50, changed the two-year recertification cycle start date to the day the exam is passed or the day the transcript is received, changed CEU calculation to be based on increments of 0.5, added Retired and Voluntarily Relinquished statuses, and removed Permanent Waiver option.
10/30/2017	Updated pricing of recertification fees.