AUTOMATIC CEU DOWNLOADING

AHIMA made reporting CEUs easier for you! This year, your attendance was for all educational tracks, tutorials and educational site visits automatically by simply walking through the door. We invested in RFID readers above each door that read your badges when you enter each room. All you had to do is show your badge to the door monitors and walk into each of the tracks/sessions! Your CEUs were automatically be captured and will be entered into your CEU center by November 2. It's just that easy!

Why is AHIMA automating the CEU submittals?
AHIMA decided to implement this new service to assist our members by automatically populating their Continuing Education Units in the CEU Center. This new functionality will allow all tracked CEUs to automatically populate in the CEU Center by November 1.

How does this work?
On the back of your badge holder, there is an tag. Each door is equipped with a reader that will automatically capture your badge number as you pass through the door. The readers are positioned to only capture your badge number as you pass under them. They will not capture your badge number as you walk by the room.

When will the CEU Center reflect the CEUs I earned at convention?
We will automatically populate your earned convention CEUs by November 2. To view the CEUs prior to viewing in the CEU Center, please complete the evaluation above and it will provide a CEU report at the end.

Are attendees being monitored everywhere they go at Convention?
No. The documenting and downloading CEU system is only being used in educational sessions that earn CEUs (including the general sessions) and at the entrance to the Exhibit Hall. There are readers above these rooms that will capture your number.

How accurate is this method of capturing my attendance?
The vendor has guaranteed that the RFID capturing method has a minimum 98% accuracy. The system actually reads multiple times a second so even if you are missed in one read, it is highly unlikely it would not capture you on the very next read. We will be verifying accuracy after this event to ensure that our members are provided the benefit to which we have committed.
How long did I need to be in the room to receive CEUs and what if I have stepped out of the room?
CCHIIM’s guidelines require that attendees are in the room for a minimum of 30 minutes per one CEU hour. However if you need to step out of the room, don’t worry. We recognize that these things happen and have made an adjustment to tracking to allow for changing rooms, bathroom breaks or quick phone conversations. Since this was the first year rolling out RFID we made additional allowances.

Why am I not allowed to access the evaluation for a session?
Access to the session evaluations are granted through to those individuals whose badge code was captured by the reading devise for that session. the. If you attended the session, you should have access to the evaluation for that exact session. Please verify that you are looking for the right session name in the evaluation. If you feel that the system did capture your attendance in error, please seek out a member of AHIMA staff at the internet café to investigate the issue.

Where do I get a certificate of all my earned CEUs during convention?
As in past years, if you would like a certificate of all the CEUs you earned during convention, you will need to complete the evaluations of these sessions. At the end of the evaluation, you will receive an on-screen certificate listing all your earned CEUs while at convention. Remember that you can only evaluate sessions you attended.

I am a new graduate, but I registered as a student. Will I get CEUs?
We will track your attendance, but student registrant CEUs will not be auto populated in the CEU Center as most students are not eligible for CEUs. Please manually report your CEUs for this convention. We can use the RFID data in the event that you are audited.

Where do I call to answer my questions?
If you have questions, please call AHIMA’s customer relations at (800) 335-5535. Please remember that CEUs will not appear in the CEU Center until after November 2, 2015.

What if my sessions captured in the CEU Center are inaccurate?
If sessions are wrong please let us know so we can research. You can add sessions that were missed manually in the CEU Center.

Do I need to complete the evaluations to receive CEUs?
No, this year we separated out the CEU process from the evaluations. However you will need to complete the evaluations to view your track CEUs prior to the population of the CEU Center on or by October 23, 2015.