

e-HIM® Virtual Lab – ORDER FORM
Student Enrollment Codes
For Bookstore Use Only

Virtual Lab Student Enrollment Codes: A unique enrollment code is required for each student to complete his/her individual account registration in the Virtual Lab. For volume orders, enrollment codes are provided to bookstores via a text file listing all of the codes ordered. Individual enrollment codes can be distributed by your store as students purchase them. Each enrollment code can be used only one time. Enrollment codes give students Virtual Lab access **for 1 year from the date they redeem the code.**

Return Policy: ENROLLMENT CODES CAN BE REDEEMED UP TO TWO YEARS AFTER PURCHASE! However, if necessary, unused VLab codes are eligible for a refund if cancelled within 90 days of the date of purchase. Refunds will not be issued after 90 days from the purchase date.

- As of January 2 2020, all new codes purchased will give students access to their courses via the new Brightspace LMS, which will be accessed through the new AHIMA Learning Center.
- If you had students begin their course before January 2 2020, and new students redeem codes purchased after that date, please be aware that your new students will be in a different LMS environment than previous students.

VLab Student Enrollment Code	Product Code	Unit Price	Quantity	Total Price
VLab All Access Student Enrollment Code	VLABBULK	\$110		
VLab Encoder Only Student Enrollment Code	VLABENBULK	\$85		

School Name (what school roster should the codes be attached to?): _____

Organization (what bookstore is purchasing the codes?): _____

Billing Contact (include AHIMA ID# if known): _____

Ship To:	Bill to: (if different from shipping address)
Street 1: _____	Street 1: _____
Street 2: _____	Street 2: _____
City: _____	City: _____
State: _____ ZIP: _____	State: _____ ZIP: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
Email: _____	Email: _____

Please fill in the VLab total line and fill out the Method of Payment information below.

<p>Method of Payment</p> <p>By Mail:</p> <p><input type="checkbox"/> Check is enclosed</p> <p>Make check payable to AHIMA</p>	<p>Mail to: AHIMA Department 77-2735 Chicago, IL 60678-2735</p> <p>Fax to: 312-233-1488</p>	<p>Virtual Lab Total: _____</p> <p>Payment (purchase order or check) <i>must</i> accompany enrollment form.</p> <p><u>Email to: purchase@ahima.org</u></p>
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Purchase order attached, P.O. Number: _____

To pay by credit card, please call AHIMA Customer Relations at 800-335-5535.