



AHIMA Approved Continuing Education Program (ACEP) Provider Application Instruction Guide

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Instructions for Logging in to the ACEP Portal

1. You must be logged into your MyAHIMA Account to access Become a Provider, Manage your Existing Provider account, Submit a New Program, and Manage and Existing Program. View information on how to access your account here <https://www.ahima.org/contact-us-faqs/faqs-myahima/>

The screenshot shows the AHIMA user dashboard with a dark red header containing navigation links: AHIMA.ORG, ACCESS, HIM LIBRARY, and AHIMA PRESS. Below the header is the AHIMA logo and a search bar with a dropdown menu set to 'All' and the text 'Search for products'. The main content area is divided into four sections:

- Profile**: Manage your profile settings. Link: [Profile Management](#)
- Orders**: Review order history and return merchandise information. Links: [Order History](#), [Return History](#), [Make Payments](#), [Return Request](#), [Digital Downloads](#)
- Education & Certification**: Credential information. Links: [CEU Center](#), [My Exams](#), [Get Certified](#), [Learning Center](#), [Credential Verification](#), [Self-Reviews](#), [Certificate Program Assessments](#), [NEW! My Webinars](#)
- Certified Education Providers**: Manage Education Programs. Links: [Become a Provider](#), [Search Provider](#), [Access Provider Portal](#)

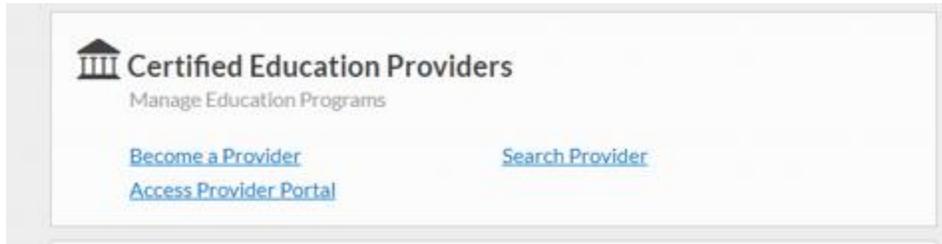
2. If you are not already a Provider of the Approved Continuing Education Program (ACEP) program, you must complete the steps to “Become a Provider” below.

Provider Portal Overview

Become a Provider

For new organizations who are not current providers of the AHIMA ACEP Program.

Organizations who are not yet approved, will not be able to view link to Access Provider Portal



Access Provider Portal

Here you will have the capability to access links to the following:

Provider Portal

- [Submit a New Program](#)
- [Purchase Directory Listing](#)
- [Manage an Existing Program](#)
- [Manage Provider Information](#)

Submit a New Program

To submit a new application.

OPTIONAL - Purchase Directory Listing

New! AHIMA Recognized CEU Provider fee. Become an AHIMA Approved Recognized CEU Provider by paying an annual fee. AHIMA Recognized CEU Providers will have their logo shown on the AHIMA CEU Provider Directory Listing.

Manage an Existing Program

To manage existing applications, respond to additional requests for information for applications under review, and view the status of applications.

Manage Provider Information

For current providers of the AHIMA ACEP Program. Each organization will have a designated organization manager. Here, you can login, manage your contact information, and add/edit contacts under your organization.

Become a Provider - Instructions

1. Click on the “plus” icon to add your company/organization

Become a Provider

Your Organization Information

Start by typing your organization name to select from the list or choose the "+" icon to add a new one

Your Organization _____ +

Cancel Submit

2. Enter Organization information

Organization Information

Organization Name

Company Name

|

Company Name is required

Address Information

Country ▼

Line 1

Line 2

City

State/Province ▼

ZIP/Postal Code

Phone

Use this address in any application as the addresses for the individual classes within the program

3. Enter Contact Information you would like shown in the AHIMA ACEP Provider Directory

Directory Contact Information

Provider Directory Contact Information

4. Choose your Provider Type

Provider Type

Select the provider type that is appropriate for your organization

- None
- For Profit - Corporate
- For Profit - Private
- Non Profit - Association
- Non Profit - Educational Facility

5. Click “create”. You will see “Successful.”

6. Click “submit”

Become a Provider

Your Organization Information

Start by typing your organization name to select from the list or choose the "+" icon to add a new one

Your Organization
Ava Company _____ +

7. Confirmation screen. Once AHIMA Approves your organization, you will then be able to manage your provider information, submit new applications, and manage existing applications.

Become a Provider

Pending Review (Submitted / Pending Review)

Thank you for submitting your request to become an AHIMA approved provider. AHIMA will review your request and provide an approval or denial via email.

As stated in the AHIMA Approved CEU Program Guidelines:

Nonprofit groups may be eligible for a 10% discounted rate from total fees calculated. Eligibility will be determined by a proof of nonprofit status (example: 501c form). Please upload your nonprofit documentation below.

Please contact PriorApproval@ahima.org for additional information.

NonProfit Documentation

No file chosen

Nonprofit Providers - Instructions

Nonprofit types will need approval before the Nonprofit discount applies.

1. On the Become a Provider confirmation screen, you will be able to upload your proof of nonprofit status. You will also have this option to upload in the “Manage Provider Information” section.

Become a Provider

Pending Review (Submitted / Pending Review)

Thank you for submitting your request to become an AHIMA approved provider. AHIMA will review your request and provide an approval or denial via email.

As stated in the AHIMA Approved CEU Program Guidelines:

Nonprofit groups may be eligible for a 10% discounted rate from total fees calculated. Eligibility will be determined by a proof of nonprofit status (example: 501c form). Please upload your nonprofit documentation below.

Please contact PriorApproval@ahima.org for additional information.

NonProfit Documentation

No file chosen

2. You will also have this option to upload in the “Manage Provider Information” section.

Uploads

Not For Profit Letter Upload

No file chosen

Organization Logo Upload

No file chosen

Organization Contacts

Below is a list of contacts who have permission to manage programs for the organization. You can add or delete contacts from this list.

Contact

Primary eMail

+

Manage Provider Information – Instructions

(if you are already a provider)

1. Click on “Manage Provider Information”

Provider Portal

- [Submit a New Program](#)
- [Purchase Directory Listing](#)
- [Manage an Existing Program](#)
- [Manage Provider Information](#)

2. Edit information under your Provider organization
3. Enter “Directory Contact Information” for how you want your information to appear on the Continuing Education Providing listing on the AHIMA website

Organization Information

Organization Name

Company Name

|

Company Name is required

Address Information

Country



Line 1

Line 2

City

State/Province



ZIP/Postal Code

Phone

Use this address in any application as the addresses for the individual classes within the program

Directory Contact Information

Provider Directory Contact Information

4. Upload Not for Profit Letter (if applicable)
5. Upload Organization Logo (if applicable) – only organizations who pay to receive an annual subscription will have their logo shown.
6. Add any approved contacts within the organization. Contacts will be authorized to submit applications on behalf of the organization.
7. Click the “+” to new contacts (to add a new contact, they must have an existing MyAHIMA account).

Uploads

Not For Profit Letter Upload

No file chosen

Organization Logo Upload

No file chosen

Organization Contacts

Below is a list of contacts who have permission to manage programs for the organization. You can add or delete contacts from this list.

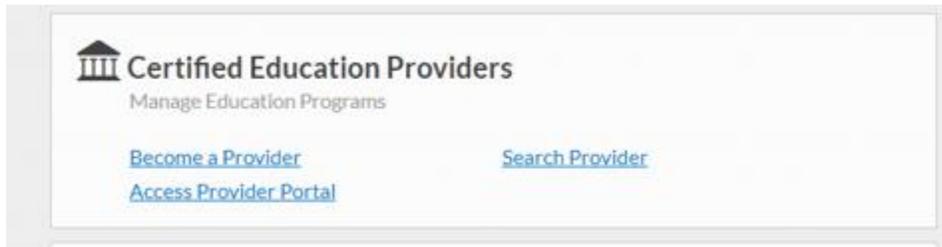
Contact

Primary eMail

+

Submit a New Program - Instructions

1. Once logged into your MyAHIMA Account and in the “Access Provider Portal”



2. Click on “Submit a New Program”



3. Enter Information:

(Note: Approved programs are valid beginning the Program start date and will expire 365 days from the Program start date).

Submit a New Program

Details

Program Name _____

Program Content _____

Program URL _____

Results

Learner's Objectives _____

Topics Covered _____

Dates

Program Start Date 

Program End Date 

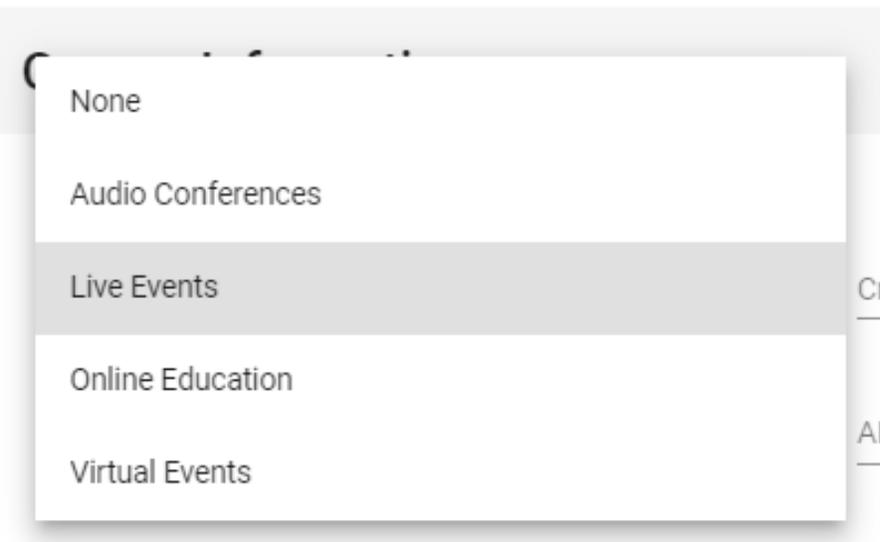
Cancel Save and Close Next

- 4. Click “+” to enter class information. Enter all classes eligible for CEUs here. **It is important that you enter courses individually here if you plan on offering partial credit.**

Submit a New Program

| Class Information | | | | | | | |
|--|-------------|------|----------------|--------------|------------|----------|---|
| Classes | | | | | | | |
| Approved Teaching Methods for Continuing Education | Course Name | City | State/Province | Credit Hours | Start Date | End Date | + |
| Items per page: 250 0 of 0 < > | | | | | | | |

- 5. Dropdown options for Approved Teaching Methods



Course Information

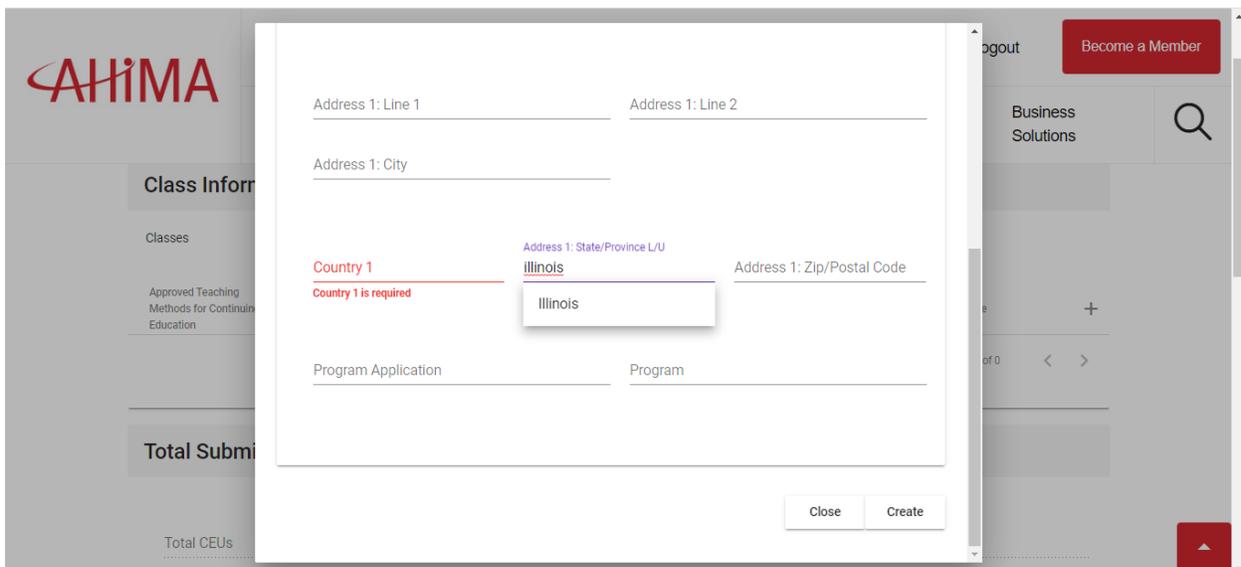
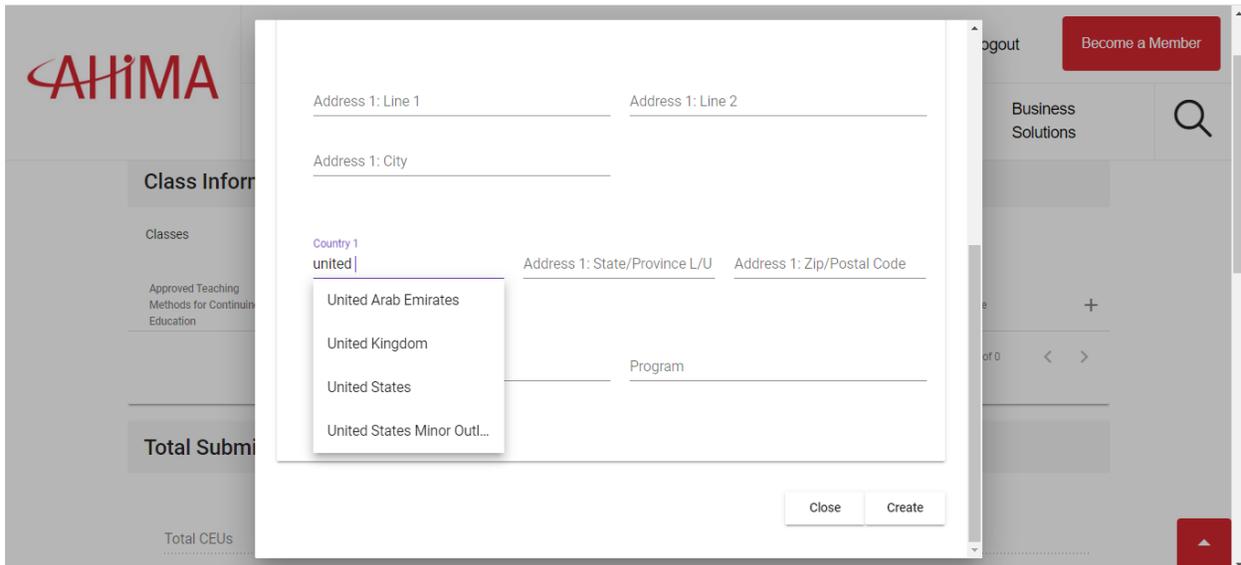
| | | |
|--|--|----------------------------|
| <u>Approved Teaching Methods for Continuing Educati...</u> ▼ | Credit Hours | |
| Name | AHIMA Core Educational Content Area ▼ | |
| Start Date  | End Date  | |
| Instructor Full Name | Instructor Email | Instructor Phone # |
| Address 1: Line 1 | Address 1: Line 2 | |
| Address 1: City | | |
| Country 1 | Address 1: State/Province L/U | Address 1: Zip/Postal Code |

Close

Create

6. Once all information has been entered click “create”.
7. Note: to add country and state, slowly begin typing in the text and the information will show up in a drop-down box to be able to select. It may take a couple of seconds to appear.

See example:



8. Repeat process above for every individual class eligible for CEUs within the entire program.

9. When all classes have been entered the total submitted CEUs will appear below.

Submit a New Program

Class Information

Classes

| Approved Teaching Methods for Continuing Education | Course Name | City | State/Province | Credit Hours | Start Date | End Date | |
|--|---------------------|---------|----------------|--------------|------------|-----------|---|
| Live Events | CDI Technology 2021 | Chicago | Illinois | 2.00 | 9/20/2021 | 9/20/2021 |  |
| Live Events | HIM Technology 2021 | Chicago | Illinois | 2.00 | 9/20/2021 | 9/20/2021 |  |

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Total Submitted CEUs

Total CEUs
4.0

Note: the CEUs will total here

10. Click next to continue.

11. Upload supporting documents for your entire program. (Program agenda and Speaker/faculty/developer resume upload required).

Submit a New Program

Uploaded Documents

Category

File Name

Created On

Items per page: 250

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Materials

Program Agenda (including timeline)

No file chosen

Marketing Materials

No file chosen

Program Evaluation

No file chosen

Outcome Assessment/Self-Assessment

No file chosen

Speaker/Faculty/Developer resume including credentials

No file chosen

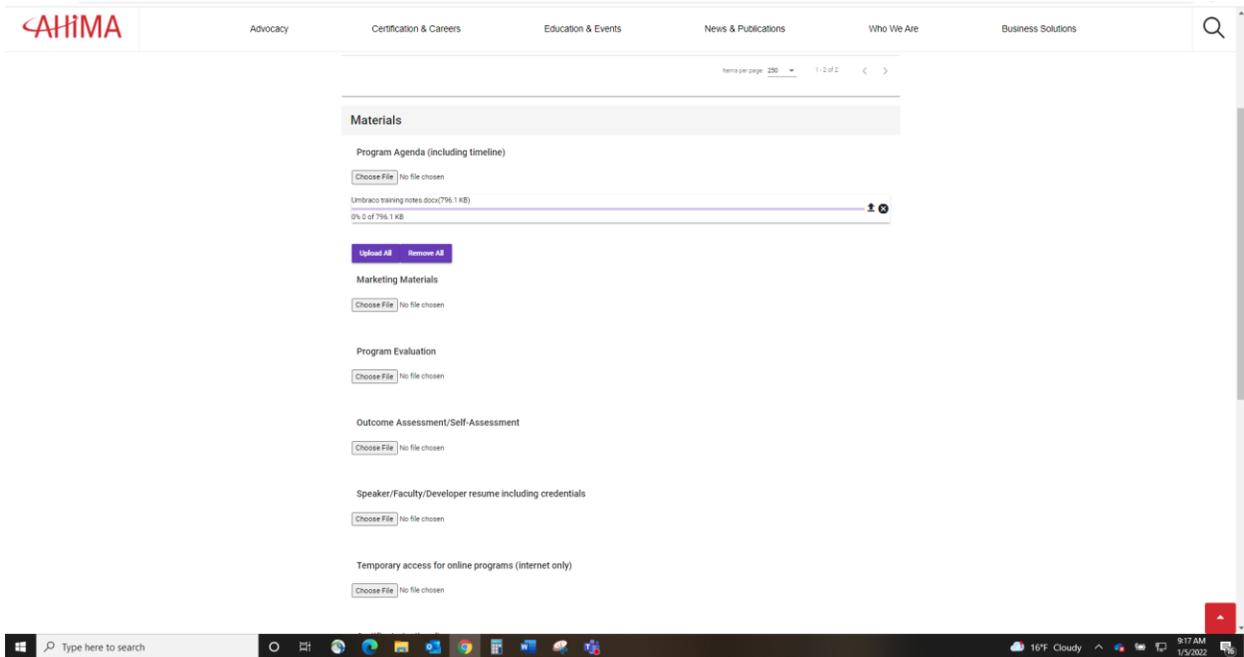
Temporary access for online programs (internet only)

No file chosen

Certificate (optional)

No file chosen

12. Choose file to upload and click on “upload all”. Once all documents have been uploaded, click “next”



13. Click on check box to agree to AHIMA ACEP Terms and Conditions. Click “Next” to continue.

Submit a New Program

AHIMA Approved Continuing Education Provider Program Terms of Use Agreement

By checking the box I agree and accept the Program Terms of Use

Cancel Save and Close Previous Next

14. **Optional:** Choose to become an AHIMA Recognized CEU Provider for an annual subscription. Recognized CEU Providers will have their logo shown on the AHIMA website. Note: this is not the final payment screen, continue until you get to the confirmation page.

Submit a New Program

Directory Listing



No image available

ACEP Directory Listing - \$500.00 ea

New! AHIMA Recognized CEU Provider fee. Become an AHIMA Approved Recognized CEU Provider by paying an annual fee.

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CONTINUE

15. Expedited fee: Expedited/Rush reviews take approximately 1-2 weeks. Programs submitted less than 2 weeks prior to the program start date will be required to pay an expedited/rush fee.



No image available

ACEP Optional Expedite Fee - \$200.00 ea

Items per page: 5 1 - 2 of 2 < >

16. Verify program and proceed to checkout.

Submit a New Program

Shopping Cart

CONTINUE SHOPPING

PROCEED TO CHECKOUT

| Description | Qty | Unit Price | Total Price |
|--|-----|---|---|
|  ACEP Application Fee | 1 |  |  |

COUPON CODE

If you have a coupon code, please enter it in the box below.
Adding or removing items will require the coupon code to be re-entered.

CART SUMMARY

Shipping and taxes are calculated at checkout.

| | |
|-----------|---|
| Subtotal |  |
| Discounts | \$0.00 |
| Total |  |

CONTINUE SHOPPING

PROCEED TO CHECKOUT

17. You will see a confirmation screen once payment is accepted.

Confirmation

Invoice Account: 
Invoice Number: 

Authorization Number: 

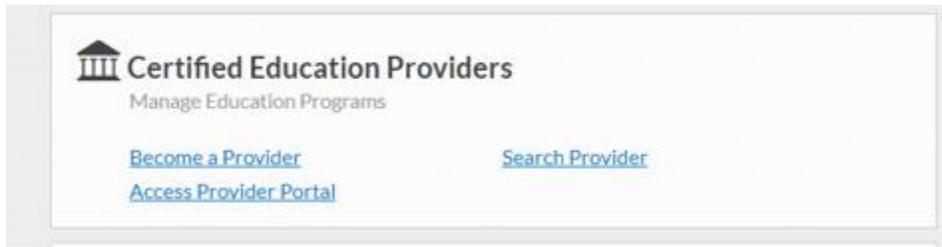
Billing Information


Shipping Information


| Description | Qty | Unit Price | Total Price |
|----------------------|-----|---|---|
| ACEP Application Fee | 1 |  |  |
| | | | Total: \$  |
| | | | Payment: \$  |
| | | | Balance: \$0.00 |

To Manage an Existing Program - Instructions

1. Once logged into your MyAHIMA Account and in the “Access Provider Portal”



2. Click on “Manage and Existing Program”



3. Manage programs that have not yet been submitted.

Manage an Existing Program

Programs In Process - Not Yet Submitted

| Account | Name | Program Start Date | Program End Date |
|---------|------|--------------------|------------------|
|---------|------|--------------------|------------------|

4. Manage programs needing review and resubmission.

Programs Needing Review and Resubmission

| Account | Name | Program Start Date | Program End Date |
|---------|------|--------------------|------------------|
|---------|------|--------------------|------------------|

Items per page: 250 0 of 0 < >

5. View submitted programs and status information (approved, etc.)

Submitted Programs with Status

| Account | Name | Application Status | Program Start Date | Program End Date |
|---------|------|--------------------|--------------------|------------------|
|---------|------|--------------------|--------------------|------------------|

6. Note: Programs expire 365 days from the program start date. Currently AHIMA does not have a process to renew programs that are set to expire. Programs that are set to expire will require a new application submission for review.

If you have questions or need assistance, you may contact AHIMA at PriorApproval@ahima.org

For ACEP Program Information and Guidelines, please visit our website here [ACEP Program](#)