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/](https://www.ahima.org/contact-us-faqs/faqs-myahima/)

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 +

[Submit, Cancel]

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

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

Add 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

[Choose File](#) No file chosen

[DONE]
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 Dcocumentation

Choose File  No file chosen

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

Not For Profit Letter Upload

Choose File  No file chosen

Organization Logo Upload

Choose File  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.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Primary eMail</th>
</tr>
</thead>
</table>

+
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

Choose File | No file chosen

Organization Logo Upload

Choose File | 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.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Primary eMail</th>
<th>+</th>
</tr>
</thead>
</table>
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”

Provider Portal
- Submit a New Program
- Purchase Directory Listing
- Manage an Existing Program
- Manage Provider Information

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
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**

5. Dropdown options for Approved Teaching Methods
### Course Information

<table>
<thead>
<tr>
<th>Approved Teaching Methods for Continuing Education</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>AHIMA Core Educational Content Area</td>
</tr>
<tr>
<td>Start Date</td>
<td>End Date</td>
</tr>
<tr>
<td>Instructor Full Name</td>
<td>Instructor Email</td>
</tr>
<tr>
<td>Address 1: Line 1</td>
<td>Address 1: Line 2</td>
</tr>
<tr>
<td>Address 1: City</td>
<td>Address 1: State/Province L/U</td>
</tr>
</tbody>
</table>

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.
## Class Information

### Classes

<table>
<thead>
<tr>
<th>Approved Teaching Methods for Continuing Education</th>
<th>Course Name</th>
<th>City</th>
<th>State/Province</th>
<th>Credit Hours</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live Events</td>
<td>CDI Technology 2021</td>
<td>Chicago</td>
<td>Illinois</td>
<td>2.00</td>
<td>9/20/2021</td>
<td>9/20/2021</td>
</tr>
<tr>
<td>Live Events</td>
<td>HIM Technology 2021</td>
<td>Chicago</td>
<td>Illinois</td>
<td>2.00</td>
<td>9/20/2021</td>
<td>9/20/2021</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Category</th>
<th>File Name</th>
<th>Created On</th>
</tr>
</thead>
</table>

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Materials

Program Agenda (including timeline)
Choose File  No file chosen

Marketing Materials
Choose File  No file chosen

Program Evaluation
Choose File  No file chosen

Outcome Assessment/Self-Assessment
Choose File  No file chosen

Speaker/Faculty/Developer resume including credentials
Choose File  No file chosen

Temporary access for online programs (internet only)
Choose File  No file chosen

Certificate (optional)
Choose File  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

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.
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.

16. Verify program and proceed to checkout.
17. You will see a confirmation screen once payment is accepted.
To Manage an Existing Program - Instructions

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

![Provider Portal](image)

- **Submit a New Program**
- **Purchase Directory Listing**
- **Manage an Existing Program**
- **Manage Provider Information**

2. Click on “Manage and Existing Program”

3. Manage programs that have not yet been submitted.

**Manage an Existing Program**

<table>
<thead>
<tr>
<th>Account</th>
<th>Name</th>
<th>Program Start Date</th>
<th>Program End Date</th>
</tr>
</thead>
</table>

4. Manage programs needing review and resubmission.

<table>
<thead>
<tr>
<th>Account</th>
<th>Name</th>
<th>Program Start Date</th>
<th>Program End Date</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Account</th>
<th>Name</th>
<th>Application Status</th>
<th>Program Start Date</th>
<th>Program End Date</th>
</tr>
</thead>
</table>
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