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

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Instructions for logging in to the ACEP Portal</td>
<td>2</td>
</tr>
<tr>
<td>2. Provider Portal Overview</td>
<td>3</td>
</tr>
<tr>
<td>3. Become a Provider</td>
<td>4-6</td>
</tr>
<tr>
<td>4. NonProfit Providers</td>
<td>7-8</td>
</tr>
<tr>
<td>5. Manage Provider Information</td>
<td>9-10</td>
</tr>
<tr>
<td>6. Submit a New Program</td>
<td>11-19</td>
</tr>
<tr>
<td>7. Manage Existing Program</td>
<td>20-21</td>
</tr>
<tr>
<td>8. Questions and Contact</td>
<td>21</td>
</tr>
</tbody>
</table>
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/

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

2. Enter Organization information

3. Enter Contact Information you would like shown in the AHIMA ACEP Provider Directory
4. Choose your Provider Type

![Provider Type dropdown]

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:
Aka Company

[Submit]
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 Documentation**

Choose File: No file chosen

---

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


1. Click on “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
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).

<table>
<thead>
<tr>
<th>Uploads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not For Profit Letter Upload</td>
</tr>
<tr>
<td>Choose File</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization Logo Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose File</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below is a list of contacts who have permission to manage programs for the organization. You can add or delete contacts from this list.</td>
</tr>
</tbody>
</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”

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**

<table>
<thead>
<tr>
<th>Class Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes</td>
</tr>
<tr>
<td>Approved Teaching Methods for Continuing Education</td>
</tr>
<tr>
<td>+</td>
</tr>
</tbody>
</table>

**Total Submitted CEUs**

<table>
<thead>
<tr>
<th>Total CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
</tr>
</tbody>
</table>
5. Enter course information (course hours will calculate as each course is entered).
   a. Dropdown options for Approved Teaching Methods
b. Enter credit hours (see AHIMA CEU Calculation for applicable hours)

c. Start/End date

d. Instructor name, phone, and email. Note: you may enter 1-2 speakers here with information separated by semi-colon. Or you may write “see attached” to attach a comprehensive list of speakers and their information in the upload portion of the application.

e. Select Country (if applicable) and enter address information.

6. Once all information has been entered click “create”.

7. Repeat process above for every individual class eligible for CEUs within the entire program.
8. When all classes have been entered the total submitted CEUs will appear below.

Submit a New Program

Class Information

<table>
<thead>
<tr>
<th>Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver Teaching Methods for Continuing Education</td>
</tr>
<tr>
<td>Live Events</td>
</tr>
<tr>
<td>Live Events</td>
</tr>
</tbody>
</table>

Total Submitted CEUs

<table>
<thead>
<tr>
<th>Total CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
</tr>
</tbody>
</table>

Note: the CEUs will total here (see above)

9. Click next to continue.
10. Upload supporting documents for your entire program. *(Program agenda and Speaker/faculty/developer resume upload required).*

Submit a New Program

<table>
<thead>
<tr>
<th>Uploaded Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

[Cancel, Save and Close, Previous, Next]
11. Choose file to upload and click on “upload all”. Once all documents have been uploaded, click “next”.

12. 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
13. **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**

14. 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.
15. Verify program and proceed to checkout.

Submit a New Program

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACEP Application Fee</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Apply coupon

CART SUMMARY

Shipping and taxes are calculated at checkout.

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discounts</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Confirmation

Billing Information

Shipping Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACEP Application Fee</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Payment: $0.00

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”

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

3. Manage programs that have not yet been submitted.

Manage an Existing Program

4. Manage programs needing review and resubmission.

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