

Commission on Certification for Health Informatics and Information Management (CCHIIM)

Recertification Appeal Application

Appeals to CCHIIM by a credentialed professional are strictly limited to disputes regarding permanent revocation due to failure to meet CCHIIM recertification requirements.

- *Appeal applications can only be submitted once every ten (10) years per credential.*
- *Appeal applications can only be submitted within ninety (90) days once your credential is permanently placed in revoked status.*

If you are in an inactive status, please refer to the Recertification Guide located on the AHIMA website.

SECTION A: Certificant Information

			AHIMA ID #		
Name:					
Address:					
City:			State:		Zip:
Phone:		Email:			

SECTION B: Appeal Information

Which credential(s) is being appealed? You must also include the applicable dates.

<i>Please check (✓) the box below the credential (s) that is being appealed:</i>							
RHIA	RHIT	CCA	CCS	CCS-P	CHPS	CHDA	CDIP
*Revoked Recertification Cycle Dates:							

*(*Revoked recertification cycle dates can be found in your CEU center)*



COMMISSION ON CERTIFICATION

Per the CCHIIM Disciplinary and Appeal policy an appeal must contain a statement indicating why the adverse decision was improper and include any **additional documentation*** the appeal applicant wishes to have considered as part of the appeal.

- **IMPORTANT:** See Section C (next page) for requirements regarding additional documentation*.

Statement indicating why recertification requirements were not met by the due date. (please attach separate page if needed)

[illegible]

SECTION C: CCHIIM Disciplinary Appeal Information and Fee Requirements

Appeal Application Fee:

The appeal application fee is \$100 and is non-refundable. The bill must be paid in full before your appeal application will be filed and reviewed by the Committee.

- A representative from the Certification department will generate a bill in your MyAHIMA account and let you know when it is available to pay.

IMPORTANT: This Appeal Application must contain the following:

- Your statement of appeal
- Any and all CEU certificates that may have been earned during the recertification cycle that is being appealed.
 - NOTE: A screen shot of your CEU center (or other screenshot) will not suffice as CEU certificates and will not be considered.
- CEU Certificate must show
 - your name
 - the name of the activity attended
 - the date the CEUs were earned
 - the number of CEUs earned (on each document/certificate)

Documentation submitted after your appeal application has been submitted to the CCHIIM Review Panel (CRP) will not be accepted.

The final decision will be determined based on the documentation submitted with the appeal application.

Please send the appeal application along with all above supporting documentation [here](#)

I certify that the information provided within this CCHIIM recertification appeal application is true and accurate. I certify I have read the CCHIIM Disciplinary & Appeal Policy handbook.

Signature: _____ Date: _____