



American Health Information Management Association®

233 N. Michigan Ave., 21<sup>st</sup> Floor  
Chicago, IL 60601-5800

Phone: (312) 233-1100 Fax: (312) 233-1500

## Intent to Reinstate Credential (Member)

*For faster service and immediate payment processing, visit your CEU Center to submit your reinstatement fee and form*

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Credential	Cert #	Year		Credential	Cert #	Year
RHIA				CPHI		
RHIT				CHTS-CP		
CCA				CHTS-PW		
CCS				CHTS-IM		
CCS-P				CHTS-IS		
CHPS				CHTS-TS		
CDIP				CHTS-TR		
CHDA						

Name when certified \_\_\_\_\_ AHIMA ID Number: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

I hereby apply for reinstatement of credential(s) and will fulfill the requirements for Reinstatement as stated in the Procedure for Reinstatement of Credentialed Status by satisfying the continuing education unit requirements.

\_\_\_\_\_  
(Signature) (Date)

### Application for Reinstatement Fee of \$250 (per credential)

#### Payment method:

\_\_\_\_\_ Check/Money Order  
\_\_\_\_\_ Credit Card (circle one): Visa MasterCard American Express

Card Holder Name: \_\_\_\_\_  
Card Holder Address (case sensitive): \_\_\_\_\_  
Credit Card Number: \_\_\_\_\_ CVV: \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Signature: \_\_\_\_\_

- For Check or Money Order Payments please submit this application with the Reinstatement fee of **\$250** to: AHIMA, Attn: Recertification Division, PO Box 77-2735, Chicago, IL 60678-2735; **or**
- For Credit Card Payments please complete the required information above and mail the Reinstatement application to: AHIMA, Attn: Recertification division, 233 N. Michigan Ave., 21<sup>st</sup> Floor, Chicago, IL 60601-5800.
- Reinstatement requirements must be met as outlined in the following Procedure for Reinstatement of Credential.

## Procedure for Reinstatement of Credential

- A. Individuals whose credential(s) is revoked must do the following to reinstate their credential(s):
1. Submit an "Intent to Reinstatement Credential Application" form to the Recertification (Maintenance of Certification) Division of AHIMA;
  2. Remit the \$250 Reinstatement fee (per credential) with the application;
  3. Obtain the required number of continuing education units within the Reinstatement period ending one year following your original two-year recertification cycle end date;
  4. Complete the current year's coding self-review (for coding credentials only).

B. Continuing Education Units (CEUs) requirements for single credential (with \$250 fee)

If You Have A(n)...	You Must Earn...
CCA, CCS, CCS-P	20 CEUs **
Physician Coding Specialist (PCS)*	20 CEUs **
RHIT	20 CEUs **
CHTS-CP, CHTS-PW, CHTS-IM, CHTS-IS, CHTS-TS, CHTS-TR	20 CEUs
CHPS, CHP, CHS	30 CEUs
RHIA	30 CEUs
CHDA	30 CEUs
CDIP	30 CEUs
CPHI	30 CEUs

\*AHIMA no longer offers these certification exams

\*\* *The annual coding self-review is worth five (5) CEUs toward the total CEU requirement of a coding credential.*

CEU requirements for Multiple credentials (with \$250 fee per credential)

If You Have A(n)...	You Must Earn...
CCS and CCS-P	30 (20+10)
RHIA with CCS and CCS-P	50 CEUs (30+10+10)
RHIA with CHDA	40 (30+10)
RHIT with CCS and CCS-P	40 (20+10 +10)
RHIA with CHPS	40 (30 +10)

- C. For a complete listing of CEU qualifying activities, please see the Recertification Guide on our website at <http://www.ahima.org/certification/recertification.aspx>
- D. A Reinstatement candidate whose credential is reinstated and their credential is returned to **ACTIVE** status will be officially notified by the AHIMA Recertification (Maintenance of Certification) Division that Reinstatement requirements have been met. However, a new certificate will not be issued nor will a new certification number be issued. Upon official notification, the individual will enter the subsequent two-year maintenance of certification cycle.
- E. Individuals whose credential has been Revoked must submit the appropriate exam application and exam fee to retake. These individuals are not eligible to submit the Intent to Reinstatement Credential application. These candidates must retake the exam. The exam applications can be located online at [ahima.org/certification](http://ahima.org/certification) and select Types of Credential. You can either apply and pay online or printout the application and mail it with payment to AHIMA.
- F. Individuals applying to retake the RHIA or RHIT exam must indicate on their exam application that their "credential was previously revoked", so they won't be required to submit a college transcript to be eligible for the exam. All online applicant must contact us by [submitting a customer support request](#) or by calling our Customer Relations Team at (800) 335-5535 and inform us of that your credential was revoked in order to bypass the transcript requirements.
- G. Upon passing the exam you will be assigned a new certification number and a new certificate will be mailed to you.