



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

Appeals to CCHIIM by credentialed professional are strictly limited to disputes regarding permanent revocation due to their failure to meet CCHIIM recertification requirements. If you are in an inactive status, please refer to the Recertification Guide located on the AHIMA website.

SECTION A: Certificant Information

AHIMA ID Number: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

SECTION B: Appeal Information

Which credential(s) is being appealed?

- CCA CHPS RHIT
- CCS CHDA RHIA
- CCS-P CDIP

Statement indicating why recertification requirements were not met by the due date



COMMISSION ON CERTIFICATION

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SECTION C: INFORMATION AND FEE

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

If CEUs were earned during the recertification cycle that is being appealed; those CEU certificates must also be submitted with the original appeal application submission. (submitting a screenshot of your CEU center will not suffice as CEU certificates and will not be reviewed). CEU certificates must show your name, the name of the activity attended and the date when the CEUs were earned.

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.

The appeal application along with supporting documentation can be sent to Certificationappeal@ahima.org

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.

Additional information regarding CCHIIM Disciplinary and Appeal Policy can be found in the Appeal's Handbook which is located on the AHIMA website.

The appeal fee is \$100 and is non-refundable. A representative from the Certification department will submit a bill in your Myahima account within 48 business hours. The bill must be paid in full before your appeal application will be filed. This fee must be paid within 72 business hours.

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: _____