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

Recertification Guide
Maintenance of Certification

(Revised Fall 2019)

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

AHIMA
CCHIIM
COMMISSION ON CERTIFICATION

AHIMA
ahima.org/certification

CCHIIM Mission

Through certification, CCHIIM ensures the competency of professionals practicing health informatics and information management worldwide.

CCHIIM Values

- The application of evidence-based best practices for certification;
- The validation of workforce competence through professional certification;
- The commitment to ongoing professional development, lifelong learning, and workforce excellence; and
- The recognition of CCHIIM-certified professionals' role in maintaining and enhancing quality health information for the safety of the public and the improvement of healthcare.

CCHIIM Recertification Program

Purpose

The CCHIIM recertification (maintenance of certification) program ensures that CCHIIM-certified professionals demonstrate ongoing competence in the domain areas in which they are certified, through either maintenance or enhancement activities. For the purposes of recertification (maintenance of certification), CCHIIM further defines maintenance and enhancement activities as follows:

Maintenance: Completion of educational programs that provide updated training and skills to allow continued competence in HIIM by earning the required number of continuing education units (CEUs) in any of the HIIM Domains.

Enhancement: Completion of educational programs that result in expanded knowledge and skills to enhance professional growth in HIIM by earning additional CEUs in a specific HIIM domain. This is beyond the requirement to maintain certification.

The NCCA's definition of continuing competence is, "demonstrating specified levels of knowledge, skills, or ability not only at the time of initial certification but throughout an individual's professional career."

Congratulations on earning your AHIMA professional credential! You've marked yourself as a leader and HIIM expert, and shown your support for the healthcare profession. But there's more to certification than that. Through it you've increased your chances for success in your chosen career.

AHIMA Certification—Your Best Professional Value

Receiving an AHIMA Credential Means:

- Demonstrating commitment to your professional area of expertise, a dedication to quality healthcare, and a need to establish high standards in managing confidential health information.
- Offering ongoing value to your profession and employer through continuation of your personal education, allowing you to maintain your expertise and contribute at the highest levels.
- Having an edge over noncertified professionals. AHIMA certification signifies experience and knowledge, and validates professional competence for employers, consumers, and yourself.

What Are the Biggest Benefits of Recertification (Maintenance of Certification)?

- Return on investment from the high value of being AHIMA certified
- Professional prestige helps you remain competitive in a tough job market
- Demonstration of your ongoing commitment and competence in HIIM
- Networking opportunities with similarly credentialed peers who share your level of expertise
- Reasonable recertification fees

To Recertify You Must:

1. Obtain the required number of CEUs during your recertification cycle.
2. Complete your mandatory annual coding self-reviews (self-assessments), if applicable.
3. Participate in accepted and qualified CEU activities.
4. Report your CEUs on time.
5. Document your CEU activity for auditing.
6. Ensure your recertification fee is paid.

Recertification Terminology

Recertification Cycle: The two (2) year cycle during which time an individual must obtain and earn their designated number of CEUs, pay recertification fees, and complete two (2) self reviews, if applicable, in order to maintain their credential(s).

Anniversary Date: The date an individual successfully passed their initial certification exam, which is also the start date for their recertification cycle.

Grace Period: The three (3) month period following a two-year cycle end date, only applicable if an individual has not successfully met recertification requirements during their recertification cycle, during which time the credential(s) is still considered active. During the Grace Period, CEUs and self reviews, if applicable, can be reported for the recertification cycle.

Inactive Period: The three (3) month period following the grace period end date, only applicable if an individual has not successfully met recertification requirements during their recertification cycle and Grace Period, during which time the credential(s) is considered inactive. During the Inactive Period, CEUs and self-reviews, if applicable, can be reported for the recertification cycle along with a late fee.

Revocation Period: The six (6) month period following the Inactive Period end date, only applicable if an individual has not successfully met recertification requirements during their recertification cycle, Grace Period or Inactive Period. During the Revocation Period the credential(s) is considered revoked and CEUs earned from the half-way point of the two-year recertification cycle until the date of reinstatement and self reviews, if applicable, can be reported along with the Intent to Reinstate form and fee. CEUs earned during the first twelve (12) months of the recertification cycle will be lost and become nonapplicable to reinstate the credential. If recertification requirements are not met by the Reinstatement Period end date, the credential will be permanently revoked.

Recertification Process

CEU Requirements for Single Credential

If You Have a(n)…	You Must Earn…
Certified Coding Associate (CCA)	20 CEUs, including two mandatory annual coding self-reviews (self-assessments)**
Certified Coding Specialist (CCS)	20 CEUs, including two mandatory annual coding self-reviews (self-assessments)**
Certified Coding Specialist—Physician-based (CCS-P)	20 CEUs, including two mandatory annual coding self-reviews (self-assessments)**
Registered Health Information Administrator (RHIA)	30 CEUs
Registered Health Information Technician (RHIT)	20 CEUs
Certified Health Data Analyst (CHDA)	30 CEUs
Certified in Healthcare Privacy and Security (CHPS)	30 CEUs
Certified Documentation Improvement Practitioner (CDIP)	30 CEUs

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

CEU Requirements for Multiple Credentials

If you have more than one AHIMA credential, you must earn ten (10) additional CEUs per credential during your two-year recertification cycle, up to a total of fifty (50) CEUs. These CEUs may not be duplicated or used for more than one credential.

Credential	Required Number of CEUs
CCS and CCS-P	(20 + 10) 30
CHPS with RHIT	(30 + 10) 40
RHIA with CHDA	(30 + 10) 40
RHIA with CDIP	(30 + 10) 40
RHIA with CCS and CCS-P	(30 + 10 + 10) 50
CHDA with CCS, CHPS, and CDIP	(30 + 10 + 10) 50
RHIA with CCS, CCS-P, CHDA, and CDIP	(30 + 10 + 10) 50

Recertification Cycle

Health informatics and information management (HIIM) is a constantly evolving field, and professionals in this field require the most recent knowledge to move the profession forward. Best practices, technology, privacy and security, coding updates, healthcare laws and regulations change frequently. For these reasons a recertification cycle of two years has been established, during which time certificants will be required to attain a specific number of CEUs in order to refresh existing knowledge and skills as well as acquire new knowledge and skills relating to advances in the HIIM field and changing job responsibilities.

Initial: The initial recertification cycle for newly credentialed certificants (first credential obtained) begins the day the exam is passed and ends two years later. A credential is awarded when a candidate:

- Passes the certification examination, OR
- Passes the certification examination AND has successfully completed the academic requirements of an HIIM program accredited by CAHIIM (or RHIA and RHIT early testing candidates). The academic prerequisite is confirmed when an official transcript is submitted and approved.

Example

Exam taken:	Exam pass date:	Transcript approval date:	Recertification cycle is:
CCS	7/21/2016	N/A	7/21/2016–7/20/2018

Ongoing: The recertification cycle for subsequently obtained credential(s) begins with the start of the next cycle date for the first or initial credential. For the remainder of the current cycle the second credential will be placed into a sync cycle which waives it from recertification requirements with the exception of self-reviews for coding credentials.

Example

If existing credential is:	Current cycle is:	After obtaining:	The new cycle for both credentials is:
RHIA	11/18/2016–11/17/2018	*CCS on 12/8/2016	11/18/2018–11/17/2020

In this example, CEUs earned between December 9, 2016, and November 17, 2018, can be reported for the first credential (RHIA) only.

Qualifying Continuing Education Activities and Calculation of CEUs

Continuing Education (CE) Content

CEUs must be earned within your recertification cycle and must be relevant to the HIIM field as presented in the HIIM domains to be eligible for CE credit. Eighty (80) percent of required recertification CEUs must be earned within the HIIM domains (see Appendix A). The remaining twenty (20) percent can include participation in CE activities on topics not included in the domains but relevant to the credential holder's professional position.

Calculation of CEUs

Calculation of CEUs is based upon clock hours. 0.5 CEUs are given for every thirty (30) minutes of attendance or participation that is fixed in length.

A session lasting 30 to 44 minutes will be accepted for 0.5 CEU credits; a session lasting less than 30 minutes will not be accepted for CEU credit. CEU credit should be calculated according to the following method:

Session Length	CEU Credits
0–29 minutes (0–0.49 hrs)	0 CEUs
30–44 minutes (0.50–0.74 hrs)	0.5 CEUs
45–89 minutes (0.75–1.49 hrs)	1 CEU
90–104 minutes (1.50–1.74 hrs)	1.5 CEUs
105–149 minutes (1.75–2.49 hrs)	2 CEUs
150–164 minutes (2.50–2.74 hrs)	2.5 CEUs
165–209 minutes (2.75–3.49 hrs)	3 CEUs

CE Activities

1. Participation in educational programs on topics relevant to HIIM.

   a. Educational portions of AHIMA meetings (national convention, state, local, or regional meetings)—*one (1) CEU for each 60 minutes of participation*

   b. Educational portions of programs of allied health and other relevant professional associations—*one (1) CEU for each 60 minutes of participation*

   c. Educational portions of programs sponsored by organizations or vendors on topics that maintain, update, or enlarge knowledge and skills relevant to the HIIM profession—*one (1) CEU for each 60 minutes of participation*

   d. Telecommunications and teleseminars relevant to the HIIM profession—*one (1) CEU for each 60 minutes of participation*

2. Participation in educational programs of study that address HIIM-relevant subject areas.

   a. Accredited post-secondary courses attended for credit, including traditional on-campus, online, or distance education administered through a college or university. This includes courses taken in pursuit of HIIM profession-relevant associate, baccalaureate, master, or doctorate degrees. All coursework and final exams must be completed by the recertification cycle end date—*fifteen (15) CEUs for each semester/ trimester credit; ten (10) CEUs for each quarter credit.*

   b. Audit of academic course or relevant non-credit adult education course, including attendance at a college or university course with permission and following regulations, without completing necessary require- ments for full credit. Course must be completed by the recertification cycle end date—*six (6) CEUs for each semester/trimester credit; four (4) CEUs for each quarter credit*

   c. In-person, online or distance education programs relevant to HIIM core content, that are not a college or university credit course, or a prior-approved AHIMA program, will be subject to review through a validation process. All program coursework and exams must be completed by the recertification cycle end date *(CEUs must be determined on an individual basis by CCHIIM).*

3. Publication and presentation of material relevant to HIIM.

   a. Publication is the development of an original work, relevant to the HIIM profession, reproduced by written or electronic means for general dissemination to the public (unless required as part of work responsibilities—see section VI.6.a and VI.6.b).

     • Author of a textbook, workbook, or manual—*thirty (30) CEUs*

     • Editor of a textbook, workbook, or manual—*twenty (20) CEUs*

- Author of an article in a research journal—*fifteen (15) CEUs*
- Author of a chapter in a textbook, workbook, or manual—*ten (10) CEUs*
- Author of an educational article in a professional or trade journal—*five (5) CEUs*
- Editor of a professional or trade journal—*five (5) CEUs*
- AHIMA course writing (for example, Virtual Lab, Courseshare, EHR Hybrid Environment six-lesson course)—*five (5) CEUs*
- Author of an educational article in a local or state newsletter—*two (2) CEUs*
- Reviewer of book manuscripts prior to publications—*one (1) CEU per chapter*

b. Presentation is the development of an original work delivered to an audience.
- Speaker at an educational program—*one (1) CEU for each 15 minutes of podium time*
- Panel participant at an educational program—*one (1) CEU for each 60 minutes of podium time*
- CSAs may accept AHIMA presentations to award participants CEU credit—*one (1) CEU for each 60 minutes of participation.*

4. Independent study activities relevant to the HIIM profession.
   a. Study groups devoted to topics relevant to HIIM—*one (1) CEU for each 60 minutes of participation*
   b. Enrollment in one or more AHIMA independent study program modules *(CEUs pre-determined by CCHIIM)*
   c. Enrollment in independent study programs relevant to AHIMA core education content areas from organizations other than AHIMA *(AHIMA prior approval required).*
   d. AHIMA post-test offerings accompanying a *Journal of AHIMA* article or book published by AHIMA *(CEUs pre-determined by CCHIIM)*
   e. Advanced research (for example, reading and analyzing material above and beyond one's knowledge of the subject matter) in an HIIM topic area to support activities associated with an expert panel, workgroup, or task force of AHIMA or its affiliate—*one (1) CEU per each year*

5. Item writing and job analysis
   - Subject Matter Experts for AHIMA's certification exams may earn maximum 5 CEUs for two- to three-day item writing workshop.
   - Subject Matter Experts for AHIMA job analysis may earn maximum 5 CEUs for two- to three-day job analysis workshop.

6. Other activities
   - Substantive oversight and involvement of directed clinical practice on behalf of a Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) accredited program—*five (5) CEUs per student supervised with a maximum of ten (10) CEUs for student supervision allowed in each recertification cycle*

   Substantive oversight and involvement includes, but is not limited to:
   - Creating a training plan and schedule of activities
   - Developing and assigning project(s)
   - Providing direction and guidance
   - Conducting review of progress and providing feedback
   - Conducting student evaluation at the conclusion of the project(s)

- Other Considerations: CEUs for other individuals assigned as mentors—*one (1) CEU for every 60 minutes of direct contact with a maximum of five (5) CEUs (five hours of contact) per student, and a maximum of ten (10) CEUs allowed in each recertification cycle.*
- Participation in an AHIMA volunteer leader conference, breakout session or work group where learning and skill development occurs *(CEUs pre-determined by AHIMA)*
- Internet educational offerings relevant to AHIMA core education content areas *(AHIMA prior-approval required)*
- Facilitator for an AHIMA Community of Practice (CoP or other online HIIM community)—*five (5) CEUs for one year service, per community, each year of the two-year cycle*
- Activities defined by the guidelines for approval of CE programs for state, local, and regional HIM associations
- Exceptional events recognized by the CCHIIM

Non-Qualifying Continuing Education Activities

Examples of activities that do not qualify for CEUs are as follows. The list is illustrative and not intended to be all-inclusive.

- Responsibilities that fall within the normal parameters of an individual's job description, including, but not limited to, the following: (1) staff meetings; (2) grand rounds; (3) preparation for and/or participation in accreditation and licensure surveys; (4) preparation of procedure, policy, or administrative manuals; (5) conducting tours; (6) participation in career day activities; (7) development of employee and staff training materials
- Published materials and/or presentations developed as a direct part of an individual's employment
- Serving in a volunteer leadership role for AHIMA or any other professional organization
- Instructing or teaching a class
- Summarizing articles, audiotapes, or video

Entering your CEUs

To recertify, you can enter your CEUs and pay the recertification fee online through your MyAHIMA account.

On the last day of your recertification cycle, your account will automatically be reviewed by the system to determine if you have met all applicable recertification requirements. If you have met all of your recertification requirements, your cycle will roll over to the subsequent two-year recertification cycle.

If you have not met all your recertification requirements at that time, your cycle will roll into the Grace Period. In order to avoid penalty (including late fees and a revoked credential), recertification requirements must be met no later than the last day of your Grace Period (three months following your recertification cycle end date).

Please log into your AHIMA CEU Center to track your recertification progress.

Recertification Fees (plus any applicable late fees):

Single Credential

RHIA	$218
RHIT	$218
CCA	$218
CCS	$218
CCS-P	$218
CHDA	$218
CDIP	$218
CHPS	$218

Multiple Credentials

Primary credential (based on credential hierarchy) fee, plus $50 for each additional credential.

Credential Hierarchy:

- Upon completion of the requirements, a baccalaureate or higher level HIM credential (RHIA) replaces an associate-based HIM credential (RHIT). Once granted, the baccalaureate-based credential is recognized and CEUs for this credential need only be maintained.

Note: Credential holders who are not AHIMA members pay the above fees on a biennial basis. Credential holders who are AHIMA members pay reduced recertification fees on an annual basis; their recertification fees are included with the annual membership renewal total. If a member recertification fee is missed due to a lapse in membership or becoming a member part way through a recertification cycle, the nonmember recertification fee will then be invoiced and due at the end of the recertification cycle.

Certification Status

Status Types

a. Active: Active status is based on meeting the recertification requirements within the two (2) year recertification cycle. A three (3) month Grace period is allowed after the two (2) year recertification cycle, during which the individual may complete their requirements and avoid going on Inactive status.

b. Inactive: Inactive status is based on failure to complete the recertification requirements within the two (2) year recertification cycle and three (3) month Grace Period following the end of the recertification cycle. Inactive status lasts for a three (3) month Inactive Period, after which status moves to Revoked if recertification requirements are not met (see details of Revoked status below).

   For coding credential holders, inactive status is based on failure to complete the annual coding self-reviews required within the two (2) year recertification cycle and three (3) month Grace Period following the end of the recertification cycle.

   The credential(s) may not be used during the period of inactive status. To reactive a credential to Active status, credential holders must meet original recertification requirements and pay a late fee.

c. Revoked:

   i. Based on failure to complete recertification requirements within two (2) year recertification cycle, or the three (3) month Grace Period. It is important that Credential Holders report their CEUs and pay fees before the end of their Grace Period. Failure to do this will result in your credential(s) being revoked. Please see the status timeline below.

      Active --> Grace--> Inactive --> Revoked

      There are three months between each status period

   ii. Based on failure to complete the annual coding self-reviews required of a coding credential holder's recertification cycle within the within two (2) year recertification cycle or three (3) month Grace Period. Credential holders who do not complete their self-reviews by the end of their Grace Period will have their credential(s) revoked.

   iii. Based on CCHIIM appeals committee or AHIMA Professional Ethics Committee decision regarding misconduct.

   Individuals may not use the applicable credential(s) once they have been revoked.

d. Retired:

    i. Based on a voluntary request of a fully retired individual who is no longer working in the field of HIIM. The individual may retire and begin work in a field unrelated to HIIM so long as he or she no longer holds any HIIM responsibilities. The individual's credential(s) must be active and in good standing at the time of the request. Retired requests must be done in writing. Requests can be submitted to Certification@ahima.org. In order to re-activate a retired credential, the certification examination must be passed again if one full recertification cycle has passed while in Retired status.

    An individual falling under the retired status must use the term "retired" following his or her credential in order to differentiate from the Active Status credential, e.g. John Smith, RHIA (Retired)

    Note: Credential holders who are retired or disabled may continue to maintain recertification requirements and uphold an active credential, if they so choose.

e. Voluntarily Relinquished: Based on a voluntary request of an individual who no longer wishes to maintain his or her credential and voluntarily withdraws from the recertification process. The individual's credential(s) must be active and in good standing at the time of the request. Voluntarily relinquished requests must be done in writing. Requests can be submitted to Certification@ahima.org. In order to re-activate a voluntarily relinquished credential to active status, the certification examination must be passed again if one full recertification cycle has passed while in Voluntarily Relinquished status.

    Individuals may not use the applicable credential(s) once they have been voluntarily relinquished.

Reinstatement of Credentials

Individuals whose credentials have been revoked can apply for reinstatement and be returned to active status by completing the Intent to Reinstate Credential application, paying all appropriate fees, and meeting the requirements for recertification.

The CCHIIM provides three ways to reinstate a credential (up to one year following the recertification cycle end date):

Option A: Reactivate by CE

    a. Submit an Application to Reinstate a Credential;

    b. Pay the appropriate fee; Log in to your CEU Center to reinstate.

    c. Obtain the required number of CEUs and submit all supporting documentation showing completion of activities. CEUs must be earned during the second year of the recertification cycle up to the date of reinstatement.

    d. Complete the current year's coding self-review (for coding credentials only)

Option B: Reactivate by Exam

    a. Retake the applicable certification exam

After six months following the recertification cycle end date, the only way to be reinstated and returned to active status is to retake the applicable certification exam.

An individual whose credential is reinstated will be officially notified by the CCHIIM that recertification requirements have been met. Upon official notification, the individual will be placed in the subsequent two-year recertification cycle following reinstatement.

Additional Recertification Processes

Audits

Each year a percentage of recertification report forms are randomly selected for audit. Individuals selected for audits will be notified in writing and required to submit verifiable documentation (for example, certificates of attendance or similar materials) for each activity listed on the CEU Report Form by the due date specified on the audit notification material.

Verifiable documentation can include certificates of attendance, program materials, or other information provided by the program sponsor that verify program date, length, and subject matter (that is, agenda, program outline, handout, meeting summary, or meeting transcript).

It is therefore recommended that CEU participants retain all records in their files for at least one year following the cycle end date. Individuals who fail to respond to the audit request by the specified due date or are found to have submitted false information on their recertification form may be denied recertification.

Waiver of CE Requirements

The Commission may for good cause waive or reduce the CEU requirement. Certificants may request a temporary waiver by submitting a written request to the Commission for consideration.

a. Temporary Waiver—Temporarily waive recertification requirements due to extenuating circumstances or hardships (for example, financial hardship, illness, unforeseen circumstances, and natural catastrophes) Temporary waiver requests must be done in writing. Requests must include documentation showing why the recertification requirements could not be met. Examples of documentation can be unemployment letter, obituary or death certificate, medical records etc. Requests and documentation must be submitted to Certification@ahima.org. Please be advised, all requests can take up to 30 days to be processed and you will be notified via email with a decision.

Extensions

The Commission may grant an extension of time to complete the number of CEUs required for a CE cycle. An extension of time shall not relieve the applicant of the responsibility for completion of the CEU requirements for the CE cycle in which the extension period falls.

Appeals

Individuals whose credential has been revoked or whose application for reinstatement has been denied may appeal to the CCHIIM. Additional information on submitting an appeal to the CCHIIM is available at ahima.org/certification/contact.

Frequently Asked Questions

What is recertification?

Recertification (maintenance of certification) is a process that ensures CCHIIM-certified professionals demonstrate ongoing competence in the domain areas in which they are certified, through either maintenance or enhancement activities.

What is certification maintenance?

Certification maintenance is the completion of educational programs that provide updated training and skills to allow continued competence in HIIM by earning the required number of CEUs in any of the HIIM domains.

What is certification enhancement?

Certification enhancement is the completion of educational programs that result in expanded knowledge and skills to enhance professional growth in HIIM by earning additional CEUs in a specific HIIM domain. This is beyond the requirement to maintain certification.

What is the initial recertification cycle?

For individuals certified on December 12, 2016, and after, the initial recertification cycle for newly credentialed certificants (first credential obtained) is two years long, beginning on the day the credential is awarded, which is also the date the certification exam was passed.

Example: If you passed the RHIA examination on January 8, 2017, your recertification cycle begins on January 8, 2017 and ends on January 7, 2019, for a period of (2) years. CEUs earned during this period can be reported when you recertify.

What if I am an RHIA or RHIT early tester—when does my initial recertification cycle begin?

Once your transcript is reviewed and eligibility is confirmed, your recertification cycle begins the day you passed your RHIA or RHIT certification exam.

What do I need to do in order to recertify or maintain my certification status?

To recertify or maintain your certification, you need to earn your required CEUs within your recertification cycle, pay recertification fees, and, if applicable, complete your mandatory annual coding self-reviews.

I currently have only one (1) AHIMA credential. How many CEUs must I accumulate during the reporting period?

CEU Requirements for Single Credential

If You Have a(n)…	You Must Earn…
Certified Coding Associate (CCA)	20 CEUs, including two mandatory annual coding self-reviews**
Certified Coding Specialist (CCS)	20 CEUs, including two mandatory annual coding self-reviews**
Certified Coding Specialist—Physician-based (CCS-P)	20 CEUs, including two mandatory annual coding self-reviews**
Registered Health Information Administrator (RHIA)	30 CEUs
Registered Health Information Technician (RHIT)	20 CEUs
Certified Health Data Analyst (CHDA)	30 CEUs
Certified in Healthcare Privacy and Security (CHPS)	30 CEUs
Certified Documentation Improvement Practitioner (CDIP)	30 CEUs

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

I currently have multiple (two or more) AHIMA credentials. How many CEUs must I accumulate during the reporting period?

CEU Requirements for Multiple Credentials

If you have more than one AHIMA credential, you must earn ten (10) additional CEUs per credential during your two-year recertification cycle, up to a total of fifty (50) CEUs. These CEUs may not be duplicated or used for more than one credential.

Credential	Required Number of CEUs
CCS and CCS-P	(20 + 10) 30
CHPS with RHIT	(30 + 10) 40
RHIA with CHDA	(30 + 10) 40
RHIA with CDIP	(30 + 10) 40
RHIA with CCS and CCS-P	(30 + 10 + 10) 50
CHDA with CCS, CHPS, and CDIP	(30 + 10 + 10+ 10) 50
RHIA with CCS, CCS-P, CHDA, and CDIP	(30 + 10 + 10+ 10 + 10) 50

How can I earn AHIMA CEUs?

AHIMA offers many opportunities to earn CEUs through meetings, audio and Web seminars, distance learning courses, and other activities that qualify for CEUs. For additional information on these products, please visit ahimastore.org.

Can I use CEUs earned through organizations other than AHIMA?

Yes. CCHIIM accepts CEUs earned through other organizations, provided they qualify as valid CE activities and are relevant to HIIM. See the CEU Activities section for additional details on accepted CEUs and calculation methods.

Can I get CEUs for college courses?

Yes. CCHIIM accepts CEUs earned through participation in formal educational programs of study that address subject areas related to HIIM. See the CEU Activities section for additional details on accepted CEUs and calculation methods.

Can I earn AHIMA CEUs by earning another AHIMA certification?

No. At this time CCHIIM has not designated this as a valid CE activity.

How can I find out how many AHIMA CEUs I have earned so far?

CEUs earned directly through an AHIMA activity where RFID badges are used such as at the AHIMA annual convention and the Assembly on Education Symposium will be automatically recorded in your AHIMA CEU Center.

Other AHIMA activities and non-AHIMA earned CEUs must be manually recorded in your AHIMA CEU Center. The CEU Center tracks how many CEUs you have earned within your current recertification cycle.

What fees are required for renewing my certification?

For AHIMA-Certified Nonmembers:

Single Credential
- Primary credential fee of $218 per cycle

Multiple Credentials

Primary credential (based on credential hierarchy) fee, plus $50 for each additional credential per cycle.

Examples:

1. RHIT earns RHIA
   - Year 1 = no fee
   - Year 2 = $218 recertification fee for RHIA

Based on credential hierarchy, the RHIA credential replaces the RHIT.

2. CCA earns CCS
   - Year 1 = no fee
   - Year 2 = $218 recertification fee for CCS

Two-year total fees = $218

Based on credential hierarchy, the CCS credential replaces the CCA.

3. RHIA earns CHDA
   - Year 1 = no fee
   - Year 2 = $218 recertification fee for RHIA, plus $50 recertification fee for CHDA

Two-year total fees = $268

4. RHIT earns CCS
   - Year 1 = no fee
   - Year 2 = $218 recertification fee for RHIT (first credential) plus $50 recertification fee for CCS
     (second credential)

Two-year total fees = $268

For AHIMA Members:

Credential holders who are AHIMA members already have their recertification fees included with the annual membership fee.

What should I do with my CEU documentation?

For your own convenience in case you are selected for a random audit of your reported CEUs, you should upload all CEU documentation into your CEU Center at the time you report your CEUs. In addition, you should retain all documentation for 1 full year past your certification renewal date in the event you are audited.

Do CEUs carry over from one reporting period to another?

No. You can only report CEUs earned during the current recertification cycle.

What if I don't have enough CEUs to recertify or maintain my certification?

If you do not report the required CEUs, following the end of your grace period, your credential(s) will be placed in inactive status. The CCHIIM provides a three (3) month window (the inactive period) for credential holders to meet recertification requirements and report CEUs before the revocation process begins.

What does revocation mean?

If you fail to reactivate by the end of the grace period, your certification will be revoked. Once your certification is revoked, you are no longer AHIMA certified and your certification can only be reinstated by the following options:

Option A: Reactivate by CE

a. Submit an Application to Reinstate a Credential.

b. Pay the appropriate fee.

c. Obtain the required number of CEUs and submit all supporting documentation showing completion of activities into your CEU Center. CEUs may be earned during the two-year recertification cycle and up to the date of reinstatement.

Note: CEUs accumulated after the end of the previous recertification cycle can be reported for reactivation. However, these CEUs cannot be used or reported for the next cycle. Certificants who report or use CEUs accumulated after the recertification cycle end date to reactivate their credential(s) will automatically be placed on the audit list for the next cycle.

d. Complete the current year's coding self-review (for coding credentials only)

Option B: Reactivate by exam

Retake the applicable certification exam.

Following the last day of your recertification cycle (after the Revocation Period), the only way to be reinstated and returned to active status is to retake the applicable certification exam.

What is the yearly audit?

In order to ensure high standards of competency and continuing education, AHIMA/CCHIIM will conduct an annual audit. A randomly selected percentage sample of recertification forms submitted from the prior reporting period will be sampled to participate in the audit. The audit will be conducted at each credential level. If audited, you will be required to provide documented proof of all CEU activity reported during the reporting period to the AHIMA national office within 30 days.

If you are unable to provide documented proof within 30 days, your certification will be considered inactive and you will have one year to complete the recertification process by providing the documentation or obtaining new CEUs. All audit paperwork is reviewed for completeness and accuracy by CCHIIM. If all paperwork is complete and the appropriate number of CEUs are earned, you will be notified that your credential is valid until the next recertification due date. If, after submission of CEUs, it is determined that some CEUs are not applicable, an appropriate amount of time will be allowed for you to earn additional replacement CEUs.

Sunset Credentials

AHIMA no longer offers examination of these sunset credentials, therefore no longer require maintenance of CEUs for them.

Credential	Year Sunset
Physician Coding Specialist (PCS)	2001
Certified in Healthcare Security (CHS)	2007
Certified in Healthcare Privacy (CHP)	2008
Certified in Healthcare Technology Specialist (CHTS)	2018
Certified Professional in Health Informatics (CPHI)	2018

Appendix A—HIIM Domains

HIIM Professional Domain Definition: HIIM improves the quality of healthcare by ensuring the most timely and accurate information is available to make any healthcare decision. HIIM professionals manage healthcare data and information resources. The profession encompasses services in planning, collecting, aggregating, analyzing, and disseminating individual patient and aggregate clinical data. It serves the following healthcare stakeholders: patients, providers, patient care organizations, research and policy agencies, payers, and other healthcare-related entities.

Eighty (80) percent of all CEUs must be earned within the HIIM Domain, which is divided into the domain areas below.

The CCHIIM provides the following list of examples of educational experiences. These educational experiences may include, but are not limited to, the following:

Domain I. Data Structure, Content, and Information Governance:

Data content, structure and standards helps create the framework for an optimal health record and effective information exchange between healthcare providers. This is achieved by establishing clear guidelines for the acceptable values, data sources, and how information is technically captured, processed, accessed, archived/stored, and retrieved for specified data fields. It focuses on information systems, informatics principles, and information technology as it is applied to the continuum of healthcare delivery.

Examples:

a. Principles and applications of classification, taxonomies, nomenclatures, terminologies, clinical vocabularies, content related to diagnostic and procedural classification and terminologies, such as: ICD-10-CM/PCS, ICD-10-O, ICD-11, CPT, HCPCS, SNOMED, DMS-V, ICF.

b. HIIM Software applications: Encoders, Groupers, Computer Assisted Coding tools, speech recognition, CDI and ROI applications, EHRs

c. Technology design, architecture, and infrastructure: Cloud technologies, interfaces, encryption, firewalls, operating systems, patient and physician portals

d. Standards: HL-7, UHDDS, HIPAA

Domain II. Information Protection: Access, Disclosure, Archival, Privacy and Security

Establish, evaluate, and maintain policies and protocols for protecting healthcare information to govern systems and processes that generate, collect, store, transmit, use, archive, and disposition of data and information.

Examples:

a. Healthcare law and regulations and terminology related to access, disclosure, archival, privacy and security

b. Policy and procedure development, evaluation and maintenance for the following:

- Privacy, security, and confidentiality
- Record and data access and disclosure management
- Data security
- Data archiving
- Patient portals
- Release of information

c. Security and privacy risk assessment, analysis, mitigation and management

d. E-Discovery

e. Business continuity planning such as off-site storage, servers and backup systems

f. Personal health information

Domain III. Informatics, Analytics, and Data Use:

Defines how health information is manipulated and utilized by the organization and shared to external entities, including but not limited to: budgeting projections, long-term service line planning, forecasting healthcare needs of an organization's patient population, resources used, etc. Data analysis is the process of transforming data into information for decision making.

Examples:

a. Manipulation of available data

b. Record tracking

c. Data quality assessment (validity, reliability, completeness, timeliness and accuracy)

d. Data (internal and external) importing and exporting

e. Data exploration and mining

f. Statistical analysis of healthcare data

g. Data display and reports

h. Data extraction and transmission to internal and external entities (billing, registry reporting, quality measure reporting, vital statistics, statewide administrative databases, etc.)

Domain IV. Revenue Cycle Management

Management and oversight of all business, administrative and clinical functions that contribute to patient revenue from point of entry through payment and adjudication. This may include insurance processing, registration, eligibility, claims management, billing, collections, and denials.

Examples:

a. Payment methodologies and systems

b. Billing processes and procedures

c. Bill scrubbers, MCE and NCCI

d. Local and national coverage determinations

e. Insurance models and trends

f. Interaction with payers (insurance plans)

g. Appeals and denials management

h. Revenue collection from patients

i. Cost reporting, budget variances, budget speculation

j. Cost benefit analysis

k. Payer Contracting

l. Case Mix Management

m. Value based purchasing programs

n. Hospital-acquired conditions and POA

o. Clinical documentation improvement—reimbursement focus

Domain V. Health Law and Compliance

The process of establishing an organizational structure that promotes the prevention, detection, and resolution of instances of conduct that do not conform to federal, state, or private payer healthcare program requirements or the healthcare's organization's ethical and business policies.

Examples:

    a. Healthcare law and regulations related to coding, clinical documentation, billing and data reporting

    b. Industry endorsed ethics, guidelines and directives related to coding, clinical documentation, billing and data reporting

    c. Policy and procedure development, evaluation and maintenance related to billing, coding, clinical documentation, data reporting

    d. Accreditation standards, policies and procedures

    e. Patient safety

    f. Risk management

Domain VI. Organizational Management and Leadership:

Utilizing skills and tools to manage, guide, improve operations, provide innovative solutions based on health data, proactively offer knowledge and decision support expertise, and support patient safety and quality initiatives which ultimately lead to greater trust and transparency within organizations and healthcare in general.

Examples:

    a. Professional and practice-related ethical issues

    b. Managed care operations

    c. Negotiation techniques

    d. Workflow reengineering, workflow design techniques

    e. Leadership development

    f. Performance improvement models

    g. Training and development

    h. Work design

    i. Employee hiring and retention

    j. Effective communication

    k. Managing remote staff and functions

    l. Lean management systems

    m. Project Management

Domain VII. Clinical Foundations:

Understand human anatomy and physiology; the nature of disease processes; and the protocols of diagnosis and treatment of major diseases, to include common drugs and laboratory and other tests used for the diagnosis and treatment of disease. Practice the ability to apply this knowledge to the reading, coding, and abstracting of medical information to support quality patient care and associated databases.

Examples:

    a. Medical terminology

    b. Anatomy and physiology

    c. Pathophysiology

    d. Pharmacology

    e. Diagnostic and laboratory testing

      f. Ancillary services

      g. Telemedicine

      h. Medical and surgical procedures

Domain VIII: Evolving Topics/Other HIIM Relevant Topics

Emerging topics that arise as part of the healthcare ecosystem as it transitions to keep pace with new regulations, technologies, and other changes in the industry.

      Examples:

        a. Coding and Revenue cycle

        b. Risk Adjustment Factor (RAF)

        c. Hierarchical Condition Category (HCC)

        d. Pay for Performance

        e. Informatics (Computer Assisted Technology (CAT)

        f. Fast Healthcare Interoperability Resources (FHIR)

        g. Unified Medical Language System (UMLS)

        h. Artificial Intelligence (AI)

        i. Regulations with new technology

Change History

Date	Change
10/18/2016	Added Recertification Terminology and two-year recertification cycle reasoning. Updated policies: changed maximum number of required CEUs to 50, changed the two-year recertification cycle start date to the day the exam is passed or the day the transcript is received, changed CEU calculation to be based on increments of 0.5, added Retired and Voluntarily Relinquished statuses, and removed Permanent Waiver option.
10/30/2017	Updated pricing of recertification fees.
5/9/2018	Updated CEU Requirements for Multiple Credentials section example; updated Initial cycle verbiage to address anniversary date cycles; changed number of CEUs offered for AHIMA exhibits at national or state meetings from 1 to 2; updated accepted volunteer CEU activity verbiage; updated CEUs received from Community of Practice to Engage; removed CEUs for taking a HIT Pro exam.
11/1/18	Revisions
4/30/19	Removed Sunset credentials: CHTS & CPHI Also removed CHP & CHS
11/20/19	Revisions