# AHDI Recredentialing Resource Guide
for Certified Medical Transcriptionists (CMTs) and
Certified Healthcare Documentation Specialists (CHDSs)

In May of 2010, AHDI modified its recredentialing policies, requiring CMTs/CHDSs to seek continuing education credits solely from sources providing *level 2* content—ie, sources that provide clinical, technological, medicolegal, and/or professional development content that is appropriately challenging for the recredentialing acute-care CMT/CHDS. AHDI has approved or will approve *level 2* content for all of the following potential sources of continuing education:
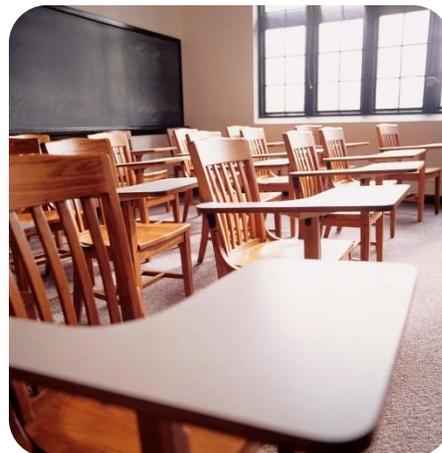
I. <u>Preapproved</u> AHDI Resources

1. **AHDI Webinars.** All credit-worthy webinars offered by AHDI national *or* by AHDI state/regional, local, or institutional component organizations **after June 30, 2010**, will be approved under the new policy, and CMTs/CHDSs attending these webinars can be assured that if CECs have been assigned to an AHDI webinar, it has met the new requirement and can be used to recertify. Proof of attendance must be retained for submission at end of cycle in the event of an audit. *Because each webinar addresses unique content, webinars do <u>not</u> fall under the "single source" requirement for earning CECs; therefore, there is no limit on how many CECs can be earned from webinars during a single cycle.*

2. **AHDI Publications.** All credit-worthy articles offered by AHDI **after June 30, 2010**, will be approved under the new policy, and CMTs/CHDSs who submit article quizzes and/or article summaries from those sources can be assured that if CECs have been assigned to an AHDI article, it has met the new requirement and can be used to recertify. When taking an online quiz, a minimum score of 85% is required to pass and obtain credit for the CEC (effective January 1, 2013). Article summaries and/or proof of quiz completion must be retained for submission at end of cycle in the event of an audit. *Because each article addresses unique content, articles do <u>not</u> fall under the "single source" requirement for earning CECs; therefore, there is no limit on how many CECs can be earned from articles and article quizzes during a single cycle. Industry Publication must be dated within the previous 4 years. Content must not be more than 4 years old.* **NOTE:** Please also see the Nonmember CEC Accrual from AHDI Member-Only Benefits policy on page 8.

3. **AHDI Events.** All credit-worthy presentations and educational sessions offered on site at a national, state/regional, or local event after **June 30, 2010**, will be approved under the new policy, and CMTs/CHDSs attending those events can be assured that if CECS have been assigned to an on-site presentation or educational session, it has met the new requirement and can be used to recertify. Proof of attendance must be retained for submission at end of cycle in the event of an audit. *Because each educational session addresses unique content, these presentations do <u>not</u> fall under the "single source" requirement for earning CECs; therefore, there is no limit on how many CECs can be earned from conferences, symposia, and workshops during a single cycle.*

4. **AHDI Products (books, e-books, workbooks, and bundles).** AHDI books, e-books, workbooks, and CEC bundles will continue to be approved for CECS but only if content meets our level 2 requirement. Because AHDI markets products and services to students, educators, new MTs/HDSs, RMTs, RHDSs, CMTs, and CHDSs, not all products will be credit-worthy or designed to professionally develop the CMT/CHDS. A list of current AHDI products that are approved for CECs under the new policy can be found on the AHDI Preapproved Activities list. Proof of completion must be retained for submission at end of cycle in the event of an audit. *Books, e-books, workbooks, and bundles are considered single sources, and the maximum number of CECs you can earn from these sources in any given recredentialing cycle is ten (10).*

5. **AHDI online courses.** Online courses offered by AHDI will be approved for CECs if the content meets our new level 2 requirement by offering training in subject matter that is appropriately challenging for the CMT/CHDS or represents technology training the vast majority of CMTs/CHDSs did not receive in the classroom (such as SRT editing). A list of AHDI online courses that are approved for CECs under the new policy can be found on the AHDI Preapproved Activities list. Proof of attendance and/or course completion must be retained for submission at end of cycle in the event of an audit. *Online courses are considered single sources, and the maximum number of CECs you can earn from these sources in any given recredentialing cycle is ten (10).*

6. **Industry Research.** AHDI offers continuing education credit to CMTs/CHDSs who engage in preapproved research initiatives and to CMTs/CHDSs who engage in research for the purpose of offering credit-worthy content to others – via article writing, webinar instruction, symposia presentations, etc. Generally speaking, the author, educator, or presenter can earn the same number of CECs for providing that credit-worthy information as those who participate in receiving it due to the time spent in research and content preparation.

II. <u>Preapproved</u> Industry Resources

1. **CME websites.** Because of the advanced clinical nature of content offered by many CME websites, which are designed to provide continuing education credits for physicians and other clinicians, AHDI extends full preapproval status to many of these sites. This means CMTs/CHDSs can earn credits from those websites without submitting an approval form prior to attendance or enrollment. Proof of attendance and/or quiz completion must be retained for submission at end of cycle in the event of an audit, but prior approval is not required. A list of these preapproved CME websites can be found on the AHDI Preapproved Activities list. *Because each CME educational session addresses unique content, these presentations do <u>not</u> fall under the "single source" requirement for earning CECs; therefore, there is no limit on how many CECs can be earned from these websites during a single cycle.*

2. **Industry publications.** The consistent variability and complexity of published content in some industry periodicals and journals has prompted AHDI to extend full preapproval status to the *feature articles only* in those publications. However, given the absence of a credit-worthy quiz for those sources, a 300-word article summary will be required to earn credit and should be retained for submission at end of cycle in the event of an audit, but prior approval is not required. A list of these preapproved publications can be found later in this guide. *Because each article addresses unique content, articles do <u>not</u> fall under the "single source" requirement for earning CECs; therefore, there is no limit on how many CECs can be earned from industry articles during a single cycle. Industry Publication must be dated within the previous 4 years. Content must not be more than 4 years old.*

3. **Industry online courses. Industry employers and educational institutions that develop online training courses, and programs deemed to be appropriately challenging for the Recredentialing CMT/CHDS can submit for AHDI approval through the Preapproval Program.** To meet that approval requirement, organizations must submit a Preapproved CEC Activity Request form **prior** to marketing the program or course as credit-worthy and <u>must</u> demonstrate that the curriculum for the requested course meets our level 2 criteria. Proof of attendance and/or course completion must be retained by the CMT/CHDS for submission at end of cycle in the event of an audit. A list of currently approved online courses can be found on the AHDI Preapproved Activities list. *Online courses are considered single sources, and the maximum number of CECs you can earn from these sources in any given recredentialing cycle is ten (10).*

4. **Industry products (books, e-books, workbooks, etc.).** AHDI will continue to offer CEC approval to books and other products deemed to be appropriately challenging for the recredentialing CMT/CHDS. To meet that approval requirement, organizations must submit a Preapproved CEC Activity Request form <u>prior</u> to marketing the book or product and <u>must</u> demonstrate that the content for the requested product meets our level 2 criteria. In most cases, a copy of the text or product must be submitted for review, and **<u>no more than 10 CECs will be approved for these resources</u>**. A list of currently approved books and products can be found on the AHDI Preapproved Activities list. Proof of completion must be retained by the CMT/CHDS for submission at end of cycle in the event of an audit. *Books, e-books, and products are considered single sources, and the maximum number of CECs you can earn from these sources in any given recredentialing cycle is ten (10).*

III. Other Potential CEC Sources
The list below represents a variety of sources from which CMTs/CHDSs *may* earn continuing education credit but only if such a source or event has been approved by AHDI <u>prior</u> to submission at end of cycle.

1. **College credit courses.** Any college credit course deemed to be appropriately challenging to the recredentialing CMT/CHDS can be used to recertify. CMTs/CHDSs seeking CECs from a college credit course **<u>must</u>** submit an approval form at the time the course is taken so that compliance with our level 2 criteria can be determined, though AHDI strongly encourages CMTs/CHDSs to obtain this approval <u>prior to enrollment</u> so that enrollment decisions can be made based on confirmation of credit-worthiness. Proof of attendance and/or course completion must be retained for submission at end of cycle in the event of an audit. *College credit courses are considered single sources, and the maximum number of CECs you can earn from these sources in any given recredentialing cycle is ten (10).*

2. **Employer-sponsored training and/or education.** AHDI will continue to offer CEC approval for training, workshops, and in-service education offered by employers <u>if</u> the content is deemed to be appropriately challenging for the recredentialing CMT/CHDS. To meet that approval requirement, either the CMT/CHDS must submit a CE Approval Request form prior to submission at end of cycle or the training organization must submit a Preapproved CEC Activity Request form through the AHDI Preapproval Program and <u>must</u> demonstrate that the content for the requested session meets our level 2 criteria. Proof of attendance and/or course completion must be retained by the CMT/CHDS for submission at end of cycle in the event of an audit.

What kind of resources and events will <u>not</u> be approved for CECs?

I. **The following sources will not be approved for continuing education credit because they represent** *level 1* **content – ie, medical transcription (MT)/healthcare documentation (HD) classroom fundamentals, core knowledge, or exam prep content not appropriately challenging for a recredentialing acute-care CMT/CHDS.**

1. Basic MT/HDS training courses.
2. Basic MT/HDS training materials – ie, workbooks, textbooks, and resources adopted by industry educational institutions and used by MT/HDS students or otherwise deemed to represent content not appropriately challenging for the CMT/CHDS.
3. Registered Healthcare Documentation Specialist (RHDS) exam prep courses.
4. Registered Healthcare Documentation Specialist (RHDS) exam prep books, workbooks, and resources.
5. Certified Healthcare Documentation Specialist (CHDS) exam prep courses.
6. Certified Healthcare Documentation Specialist (CHDS) exam prep books, workbooks, and resources.

II. **The following sources will not be approved for continuing education credit because they represent content that does not reasonably fall within an appropriate CMT/CHDS recredentialing category found on the** *CEC Requirements Table.*

1. Inspirational, motivational, or self-help keynote and educational sessions that do not contain a measurable professional development component – ie, professional training, tips, strategies, etc., deemed to be uniquely appropriate for the recredentialing CMT/CHDS.
2. Subject matter (whether presentation, article, book, or course) that does not fall within the scope of practice for a healthcare documentation specialist.
    Examples: Presentations from funeral directors/embalmers, foreign language courses, personal safety and self-defense programs, personality testing, hobbies and interests, college credit courses of inapplicable subjects, etc.
3. Employer-sponsored training related to company policy and not related to health information management.
    Examples: Fire safety, sexual harassment, emergency preparedness, compensation and benefits, etc.

III. **The following sources will not be approved for continuing education credit because they either do not provide enough instructional content or their credit-worthiness cannot be verified by AHDI.**

1. Self-guided tours of medical facilities, technology companies, and museums. Tours that include a tour guide and/or instructional component *may* be credit-worthy depending on whether sufficient evidence of credit-worthy instruction can be demonstrated on the approval form.
2. Product/technology demos offered by industry vendors for the purpose of marketing/selling a product. This does not include vendor- or employer-sponsored *training* on those products once purchased, which would then be credit-worthy. Technology demos that include a training or instructional component *may* be credit-worthy depending on whether sufficient evidence of credit-worthy instruction can be demonstrated on the approval form.
3. Presentations given by *patients* relating personal experience with a healthcare issue. Given the fact that (a) patients are not qualified to provide clinical instruction and (b) AHDI cannot verify the clinical accuracy and credit-worthiness of the content, these presentations will not be approved for credit.

General Checklist for Approval

When approaching fulfillment of your 30-CEC requirement, consider the following checklist, designed to assist you in organizing your materials and making good choices for continuing education:

- ☐ First and foremost, seek continuing education credits in subject domains that *truly* assist you in advancing your skills, knowledge, and expertise. The goal of continuing education is <u>not</u> simply to jump through the hoops of earning CECs but to demonstrate to the industry and your employer that you are engaging in meaningful professional development. So choose wisely!
- ☐ Explore myriad sources for continuing education. This guide provides you with an extensive resource list of both preapproved sources and ideas for other sources you might find useful.
- ☐ *If* an event, book, presentation, or course does not expressly state that it has been preapproved by AHDI for CECs, assume that it has <u>not</u> been and submit prior approval yourself. **Do not wait until the end of your cycle to request approval. End-of-cycle submissions are reviewed against our approvals.**
- ☐ When submitting an approval form (housed on the AHDI website in the CMT/CHDS-Only area – you must be logged in to view and download), make sure to:

    - o Fill out the form *completely*, including title of presentation or source, description of credit-worthy content, biographical description of author/speaker/presenter (where possible), date, time, duration, etc.
    - o Attach supportive documentation only if you feel it is necessary for demonstrating extent and scope of content.
    - o Submit the form to the AHDI Professional Programs Department <u>prior</u> to earning the credit to determine approval status.

- ☐ Retain proof of attendance, quiz score, or article summary for <u>all</u> CECs you intend to claim at end of cycle. Approval alone is not sufficient for recertification. Evidence of participation and engagement in the continuing education activity is critical for retaining the credential. AHDI randomly audits CMTs/CHDSs during every cycle, and statistically speaking, chances are very high that you will get audited at least once, if not more, over the course of your career as a recredentialing CMT/CHDS.
- ☐ Be proactive and intentional about the 30 CECs you wish to earn. Begin on the first day of your new credentialing cycle with goals for how and when you want to fulfill your continuing education requirements and be mindful of it throughout your 3-year cycle.
- ☐ Don't wait until the last minute to earn your CECs. Such a scenario results in a frenzied effort to earn credits and not a contemplative approach to professional development.
- ☐ Submit all of your materials, along with your recredentialing fee, by the deadline indicated on your renewal paperwork. *Materials postmarked after the deadline will result in an immediate lapse in CMT or CHDS status. Late materials will be held for 48 hours only. A reinstatement fee of $50 must be received within that 48-hour window or materials will be returned.* You will then have 90 days to resubmit your materials and pay the reinstatement fee before permanently lapsing. After 90 days, the only way to reinstate your CMT or CHDS status is to retake the CQE exam.
- ☐ If you know you can't make the submission deadline, you *can* pay $50 and request a 60-day extension, but this <u>must</u> be requested and paid for prior to the original deadline.
- ☐ Contact the AHDI Professional Programs Department (credentialing@ahdionline.org) if you have any questions about how to earn and/or submit your CECs.

Continuing Education Credit Requirements

CMTs/CHDSs must earn a minimum of 30 continuing education credits (CECs) in each 3-year cycle to maintain their credentialed status. Of the 30, a minimum of 24 must come from the **Required Core Areas**. The remaining 6 credits can be earned in any of the Required Core Areas or the **Optional Areas.**

REQUIRED CORE AREAS

Clinical Medicine (CM)   **8 CECs required**

Level 2 content for clinical medicine includes:

- Advanced clinical medicine and diagnostics
- Advanced human anatomy & physiology (college-credit equivalent)
- Surgical intervention – procedures, instruments, and techniques
- New, advanced, or cutting-edge pharmacologic intervention/treatment
- Advanced laboratory concepts – chemistry, microbiology, genetics, histology, cytology
- New, advanced, or cutting-edge imaging/diagnostic studies
- New, advanced, or cutting-edge treatment of disease
- Medical research, clinical trials, and studies
- Ancillary clinical care services (physical therapy, podiatry, audiology, occupational therapy, wound care, rehabilitation, psychology, etc.)
- ICD-10 courses (CM components)

MT Tools (MTT)   **4 CECs required**

Level 2 content for MT tools includes:

- New, advanced, or cutting-edge resources/references
- Advanced professional practice standards – (style, standardization, formatting, QA techniques and metrics, proofreading, editing, etc.)
- Productivity/efficiency skill-building
- Ergonomics and workplace design

Technology and the Workplace (TW)   **6 CECs required**

Level 2 content for technology and the workplace includes:

- Dictation and voice-capture technologies
- Electronic health/medical record (EHR/EMR) systems, terminology, and function
- File transfer protocols, technologies and encryption
- ASPs and platform solutions for data exchange
- Personal health record (PHR) systems, roles, and technologies
- Coding & reimbursement systems, technologies, and interfaces
- Database management systems/technologies
- SNOMED; other emerging technologies in health information management
- Microsoft Word, Excel, PowerPoint training, etc.
- ICD-10 courses (TW components)

Medicolegal Issues (ML)   **6 CECs required**

Level 2 content for medicolegal issues includes:

- Healthcare record & record management
- Risk management issues
- Advance directives, end-of-life decisions
- HIPAA privacy, security, and regulatory compliance (meaningful use, ICD-10 adoption, etc.)
- Medicolegal terminology and concepts
- Healthcare accrediting bodies and standards
- Ethics related to health information management
- Standards *development* (ASTM, HL7, Health Story Project, etc.)
- ICD-10 courses (ML components)

OPTIONAL AREAS

Complementary Medicine (CoM)

Level 2 content for complementary medicine includes:

- Acupuncture, chiropractic
- Holistic medicine, homeopathy, herbal medicine, massage therapy
- Preventive medicine, health, and wellness
- Medical history (ie, historical figures, discoveries, research, etc.)
- CPR/First aid clinical certifications

Professional Development (PD)

Level 2 content for professional development includes:

- Leadership development (people management, conflict resolution, team/project management, etc.)
- Communication skills (public speaking, dynamic writing, negotiating, etc.)
- Time/schedule/priority management
- Career management and related pathways
- Business management issues (recruiting, retention, employee supervision, compensation structures, productivity management, workforce development, etc.)
- Industry cross-training (coding, billing, data abstracting, clinical nomenclatures, etc.)
- ICD- 10 courses (PD components)

When in doubt about the credit-worthiness of any potential source *or* the CEC category it might be classified under, seek assistance from the AHDI Professional Programs Department at credentialing@ahdionline.org.

NOTES:
1. CPR/First Aid Clinical Certifications are considered Complementary Medicine credit because they enhance an HDS's practical understanding of care and treatment but are not core clinical medicine or scope of practice.
2. Veterinary medicine may be given Complementary Medicine credit or partial credit if the content provides substantive relevant information to a recredentialing level 2 MT/HDS.
3. Law enforcement topics may be approved for Complementary Medicine credit or partial credit if the content falls in an area that is relevant and meaningful to healthcare documentation and meets level 2 difficulty (current trends in narcotics abuse, etc.).
4. Coding-related topics:
    a. Coding and the EHR (new and additional training) –PD
    b. Coding CM and Coding PCS (new and additional training) – CM, TW, ML, and PD
        i. You may claim credit for only one of these courses per cycle. There is crossover material and content in these courses. You may earn up to 10 CECs.
    c. Coding career path (new and additional training) – PD
    d. Coding training (new and additional training) – TW
    e. *Coding and clinical medicine terminology classes – no credit (level 1)*
        i. *The application of that knowledge in a coding course is considered professional development (PD). Any time a CMT/CHDS is applying their known domain to a supplemental domain, it should fall within PD credit.*

Policies

Nonmember CEC Accrual from AHDI Member-Only Benefits
In the event an individual who has never been a member of AHDI submits CECs for credentialing with the sources listed from "members only" access points at AHDI (such as *Plexus* articles and quizzes), the CECs will not be accepted. The access to these articles and quizzes is part of the benefits package for AHDI members only; therefore, they are not permissible for use by individuals who are not members of AHDI. This policy also applies to current members holding a membership that does not include access to credit-worthy, AHDI members-only content.

In the event an individual who is a past member of AHDI submits CECs for credentialing with the sources listed from "members only" access points at AHDI (such as *Plexus* articles and quizzes), the CECs will be accepted only from the period when their AHDI membership was active; for example, Plexus articles published prior to and during the term of the individual's membership. If CECs are submitted that were published after the person's membership had lapsed, the CECs will not be accepted.

We encourage membership at AHDI to provide a convenient way for CMTs and CHDSs to maintain their credential. The purpose of these libraries is to provide credit-worthy opportunities for AHDI members to maintain their credentials. Members enroll to receive special benefits and privileges, which are for a single individual and not transferable. The Commission deems it to be unethical to share these opportunities and benefits beyond the person who has enrolled in membership.

Preapproved Resources

A list of Preapproved Activities is housed on the AHDI website. All activities included on the list have been approved by AHDI for continuing education and you do not have to submit an approval request form.

[AHDI Preapproved Activities](#)

-For Providers-

If your organization publishes a product or offers a course/activity that you believe is credit-worthy for a recredentialing CMT/CHDS, you may submit a Preapproved CEC Activity Request Form through the AHDI Preapproval Program. All forms should be submitted to the AHDI Professional Programs Department (credentialing@ahdionline.org) for review.

[AHDI Preapproved Program](#)

If your organization publishes a product or offers a course that was approved for CEC prior to February 2014, the organization must submit a new Preapproved CEC Activity Request Form through the AHDI Preapproved Program to appear on the list of Preapproved Activities.

Bonus Continuing Education Opportunities

AHDI has preapproved numerous courses developed under the Office of the National Coordinator for Health Information Technology (ONC). Download the following document for the list of courses available as well as instructions for documenting your CECs.

[ONC Health IT Workforce Curriculum Components](#)

[Medicolegal Crossword Puzzle](#) - worth 1 ML