

AHDI Preapproval Program

Overview

The AHDI Preapproval Program was established by AHDI and the Credentialing Commission for Healthcare Documentation (CCHD) to ensure credentialed candidates have a clear system in which certified medical transcriptionists (CMTs) and certified healthcare documentation specialists (CHDSs) have to identify credit-worthy continuing education activities.

The term “Program” refers to AHDI’s Preapproval Program; the terms “Activity” and “Activities” refer to individual or collective continuing education opportunities; the term “Provider(s)” refers to the entity (company, organization, etc.) wishing to have their continuing education activity preapproved by AHDI; and the term “Participant(s)” refers to those who attend the Preapproved CEC Activity.

Benefits of Preapproved Activities

Preapproved Activities are recognized by AHDI to provide continuing education that meets the guidelines set forth by the Credentialing Commission. Providers seeking preapproval of Activities by AHDI will be allowed to market and advertise such approved content. Providers will receive an AHDI Preapproved CEC Activity logo to use to market the approved content. While not all activities offered by a Provider may meet AHDI standards for recredentialing CMTs/CHDSs, the Provider agrees to clearly advertise the specific content/activity that meets the requirements for AHDI credit as a Preapproved CEC Activity. Such text as “pending approval” is not allowed to be displayed by a Provider at any time. Providers are asked to provide Proof of Attendance documents to all CMT and CHDS participants in attendance of the preapproved Activity. Proof of Attendance forms must include:

- Date of Activity.
- Name of Participant.
- Name of Provider (company, organization, etc.).
- Title and Type of Activity (webinar, in-person presentation, article, etc.).
- Name of Speaker or Presenter.
- Number of CE Credits and Category in which the Activity was preapproved by AHDI.

Providers will be included in a list of AHDI Approved Programs located on the AHDI website. AHDI will encourage credentialed individuals to look at the AHDI Preapproved Programs list when selecting continuing education for recertifying their credential.

Guidelines for Preapproval

To earn AHDI's preapproval, continuing education Activities submitted must meet level 2 content requirements (i.e., sources must provide new or advanced information related to clinical medicine, technology, medicolegal, medical transcription tools, and/or professional development or complementary medicine that is appropriately challenging for the recertifying acute-care, or equivalent, CMT/CHDS). Examples of content for each category can be found on AHDI's [CEC Requirements Table](#).

Approval Request forms must be submitted with the applicable fees, which are outlined below. All fees are nonrefundable. Approval Request forms must include Title, Content Description to include 3 to 5 learning objectives, Name of Speaker/Author, and a Summary of the Speaker's/Author's/Teacher's qualifications.

Dates and Expiration of Preapproved Activities

Once a continuing education Activity is approved, it will be valid for four (4) years so long as the content is not modified. It is the Provider's responsibility to resubmit their Activities for reapproval and to pay the applicable submission fees before the approval expiration date for each 4-year cycle. If a Provider does not apply for reapproval, the Provider must remove all Preapproved CEC Activity logos and other such text related to preapproved CEC Activities from all marketing materials, web pages, etc. Likewise, the Provider would no longer be eligible to provide Proof of Attendance forms for content that is no longer preapproved.

Educational Activity Types

- Seminar or workshop
- Lecture or facilitated presentation
- Online or audio seminar/event (live or recorded)
- Online self-assessment activity, including quiz
- Crossword puzzles
- Books/Workbooks
- Articles
- College/University Course (onsite or online)

Fees

\$25 fee for each of the following:

- Educational Activity up to two (2) hours' duration—limited to one title each for in-person, online, live, or recorded Activities
- Crossword puzzle
- Self-assessment activity
- Article

\$50 fee for the following:

- Single educational Activity lasting 2 to 10 hours each in-person, online, live, or recorded Activity

Note: For single educational activities lasting more than 10 hours, contact AHDI for details.

\$75 fee for each of the following:

- College/University Course (onsite or online)
- Book

Note: Fees will be waived for active AHDI component organizations; however, the component must be current with all compliance items. Fees will not be waived for Corporate and Educational chapters who should follow the instructions found in this guide for submitting activities for CEC preapproval. Activities submitted by a component must be facilitated or organized by the AHDI component to be eligible for the fee waiver. Activities submitted by a component on behalf of a third party are not eligible for the fee waiver. Contact components@ahdionline.org for more information.

Submitting for Approval

[Applications](#) may be submitted by mail to 4120 Dale Road Suite J8-233, Modesto, CA 95356, faxed to (209) 527-9633, or emailed to credentialing@ahdionline.org.

All fees are nonrefundable. Please allow 3-7 business days for approval forms to be reviewed.

Once credit-worthy content approval is received from AHDI, Provider should provide Proof of Attendance forms to participants for all preapproved Activities. Proof of Attendance forms must include Participant's name, title of Activity, completion date, number and type of CECs, and Provider's name.

If you cannot provide a Proof of Attendance form, please notify individuals attending your Activity, whether live or recorded, using the following statement: “Proof of Attendance will not be provided. Please write a 300-word summary of this Preapproved CEC Activity to retain as your proof of attendance in the event of an audit during your recertification. At the top of your 300-word summary, include your name, title of Activity, date of Activity completion, number of CECs and category of preapproval, and the name of the Provider who supplied the preapproved Activity. Full recertification details can be found at www.ahdionline.org in the Certification area.”

AHDI Monitoring

AHDI and the CCHD have the right to monitor or request additional information about any approved content to ensure continuing education requirements are being met. AHDI has the right to request Activity materials or copies of Proof of Attendance, or may attend activities to audit for credit worthiness.

If AHDI receives a complaint or identifies through monitoring that a Provider may not be in compliance with the requirements for approval, AHDI will contact the Provider in writing and request documentation for its investigation and request a response to the complaint or concern within a specified number of days.

Disputing Nonapproved Activities

If a submission does not meet Continuing Education requirements for a level 2 recertifying CMTs and CHDSs, the request will be denied. A provider can dispute the denied request in writing by emailing credentialing@ahdionline.org. The request will be forwarded to the CCHD for review. You will receive a final decision within fifteen (15) business days, based on the Commission’s review and outcome.

Contact Information

Contact AHDI by email at credentialing@ahdionline.org or by phone: at 800-982-2182 (direct: 209-527-9620) with any questions about this Preapproval Program.