



AHDI Preapproved CEC Activity Request Form

Association for Healthcare Documentation Integrity
4120 Dale Road, Suite J8-233, Modesto CA 95356
800-982-2182, 209-527-9620

Submit form to: credentialing@ahdionline.org or fax to (209) 527-9633

Fill out form completely: All fields must be filled out even if attaching supplemental documentation.

Organization Requesting Approval: _____

Address: _____

Contact Person: _____

Email Address: _____

Phone: _____

- Clinical Medicine (CM)
- Technology & the Workplace (TW)
- Medical Transcription Tools (MTT)
- Medicolegal (ML)
- Complementary Medicine (CoM)
- Professional Development (PD)

Activity Title (i.e., session, article, book, or course): _____

Activity Description
Please provide enough content details to justify level II assignment and provide 3 to 5 learning objectives.

Website Link to Activity (link will be included in the listing on the AHDI website): _____

Name of Speaker/Author: _____

Summary of Speaker/Author Qualifications: _____

Duration of activity: _____

- \$25 One educational activity up to 2 hours' duration—limited to one title for each in-person, online, live, or recorded activity, crossword puzzle, self-assessment activity, or article .
- \$50 One educational activity lasting 2 to 10 hours for each in-person, online, live, or recorded activity.
- \$75..... One college/university course (onsite or online) or a book.

****PLEASE NOTE****

When submitting form, be sure to include page 2 complete with signature. All fees are non-refundable.

Total fees paid \$ _____

Payment in U.S. funds only, with checks/money orders payable to AHDI. Credit card payments accepted by phone 800-982-2182 or fax 209-527-9633.

Select payment type: Check/Money Order Visa Mastercard American Express Discover

Credit Card Number: _____ Exp. Date: _____

Cardholder Name (please print): _____ Authorized Signature: _____

Application for Preapproval

AHDI Preapproval Program Logo Terms of Use Agreement

About AHDI's Preapproval Program

The purpose of the Association for Healthcare Documentation Integrity's (AHDI's) Preapproval Program is to grant prior approval for AHDI continuing education credits (CECs) to providers who meet AHDI's standards for CECs. Designation of a provider's continuing education activity indicates that the provider's activity has met AHDI guidelines set forth by the Credentialing Commission for Healthcare Documentation (CCHD) and the requirements in the Preapproval Program Guide, which is accessible on the AHDI website and terms of which are incorporated by reference herein. AHDI reserves the right to amend or modify the Preapproval Guide in its sole discretion from time to time as AHDI deems necessary and appropriate. An educational provider ("Provider") who applies for approval of its continuing education activities under the AHDI Preapproval Program must, as a condition of such application, agree to the terms and conditions set forth in this Terms of Use Agreement ("Agreement").

Grant of License

In consideration for AHDI's consideration of Provider's application for participation in AHDI Preapproval Program, and if AHDI approves Provider's application, AHDI grants to Provider a non-exclusive, non-transferable and limited right to display AHDI's Preapproval Program Logo (the "Logo"), in conjunction with the marketing and promotion of Provider's continuing education programs identified in Provider's Preapproval Program Application. Any changes to Provider's continuing education programs that have been approved by AHDI for CECs must be submitted for further approval by AHDI as a condition of continued entitlement to the use of the Logo in the marketing and promotion of such programs. This Agreement granting Provider a license to display the Logo shall not alter or replace any provisions of AHDI's Preapproval Program Guide, or modify any terms set forth by AHDI to Provider granting Provider's Preapproval Program application. In the event of conflict between the terms of this Agreement and provisions of the AHDI Preapproval Program Guide, or AHDI's notice granting Provider's Preapproval application, the terms of the AHDI Preapproval Program Guide, or AHDI's notice granting Provider's Preapproval Program application shall prevail. This grant of license to display the Logo is conditioned upon Provider's continued compliance with this Agreement, the AHDI Preapproval Program Guide as may be modified by AHDI from time to time, and any conditions stated in AHDI's notice granting Provider's Preapproval Program application. AHDI grants this license to Provider to display the Logo only for such activities/courses that are specifically identified on Provider's application for preapproval, and not for display in the course of marketing or promoting any other activities/courses, products, or services offered by Provider.

Term of Agreement

The term of this Agreement shall commence on the Effective Date of AHDI's notice to Provider granting Provider's Preapproval Program application, and shall continue for 4-years unless terminated before 4 years by either party as provided herein. Either Party may choose to terminate this Agreement at any time immediately upon written notice to the other Party. Upon termination of this Agreement, Provider shall delete any display of the Logo on Provider's website and accompanying text indicating AHDI's approval, and shall discontinue the dissemination of any other marketing or promotional material displaying the Logo and accompanying text indicating AHDI's approval.

Disclaimer and Waiver of Liability

AHDI does not make any representation or warranty regarding the market value of the Logo in encouraging persons to enroll in Provider's activities/courses that have received AHDI preapproval. The display of the Logo does not suggest or imply any endorsement by AHDI of the content of Provider's activities/courses or that persons who successfully complete such courses will secure any tangible benefits. Provider waives any claims against AHDI, its officers, directors, employees or agents based upon Provider's display of the Logo pursuant to this Agreement.

Indemnity

Provider shall defend indemnity and hold AHDI, and its officers, directors, employees and agents harmless from any claims brought by third parties, including persons who have applied for, enrolled in, or completed Provider's activities/courses that are based upon Provider's display of the Logo pursuant to this Agreement. In the event a claim is asserted against AHDI that gives rise to Provider's duty under this Paragraph, AHDI shall provide Provider with prompt written notice of such claim, and shall cooperate with Provider on reasonable terms and conditions in the defense or settlement of any claim. Provider shall have the right and obligation, at Provider's expense, to appoint legal counsel to defend AHDI in the event of a claim, provided that AHDI shall have the right at its expense to engage independent legal counsel to advise AHDI on the defense or settlement of any claim.

AHDI Marks, Name, and Intellectual Property Rights

Provider acknowledges that AHDI owns, or claims ownership of, all right, title and interest in and to its name, the "Association for Healthcare Documentation Integrity," the acronym "AHDI," the AHDI logo, and the Logo, including any intellectual property rights associated therewith. Provider shall not take any action contrary to or inconsistent with AHDI's ownership claims in its name, acronym, AHDI logo or the Logo, nor cooperate with others in doing so. This Agreement does not confer any right upon Provider to use AHDI's name, "Association for Healthcare Documentation Integrity," the acronym "AHDI," and the AHDI logo. Provider's use of such terms shall be governed by a separate agreement entered into by AHDI and Provider for that purpose.

Liquidated Damages

In the event that Provider breaches this Agreement by displaying the Logo in a manner not permitted by this Agreement, or without the required disclaimer notice set forth above, Provider acknowledges that the damage to AHDI is difficult, if not impossible to quantify with specificity. Therefore, Provider agrees that in the event of Provider's breach of this Agreement, Provider shall be obligated to cure such breach within fifteen (15) business days of AHDI's written notice to Provider of such a breach, and Provider shall be obligated to pay AHDI as liquidated damages, and not as penalty, the amount of \$2,000 per breach committed by Provider.

ACKNOWLEDGED AND AGREED:

(Name of Provider)

By: _____
(Signature)

Print Name: _____

Title: _____

Date: _____