



Continuing Education Requirements for CMTs and CHDSs



A total of 30 credits are required in each 3-year cycle. At least 24 credits are required from the four **Core Areas** (8 from Clinical Medicine, 4 from Medical Transcription Tools, 6 from Technology and the Workplace, and 6 from Medicolegal Issues). There is no minimum requirement for CECs earned from the two **Optional Areas** (Complementary Medicine and Professional Development).

REQUIRED CORE AREAS		<i>Potential Level 2 Content</i>
8	Clinical Medicine	<ul style="list-style-type: none"> • 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)
4	MT Tools	<ul style="list-style-type: none"> • 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
6	Technology and the Workplace	<ul style="list-style-type: none"> • 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)
6	Medicolegal Issues	<ul style="list-style-type: none"> • Healthcare record & record management • Risk management issues • Advance Directives (end-of-life decisions) • HIPAA privacy, security, and regulatory compliance (meaningful use, ICD-10 adoption) • 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		<i>Potential Level 2 Content</i>
0	Complementary Medicine	<ul style="list-style-type: none"> • 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
0	Professional Development	<ul style="list-style-type: none"> • Leadership development (people management, conflict resolution, team/project management, etc.) • Communication skills (public speaking, 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, etc.) • Education/training concepts (curriculum development, item-writing, pedagogy, virtual instruction, etc.) • ICD-10 courses (PD components)



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I. The following sources will not be approved for continuing education credit because they represent *level 1* content – ie, MT classroom fundamentals, core knowledge, or exam prep content not appropriately challenging for a recertifying acute-care CMT or CHDS.

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

Please see full details of recertifying requirements and resources in the [AHDI Recertifying Resource Guide](#).