CERTIFICATION CANDIDATE GUIDE

RHIA RHIT CCA CCS CCS-P CHDA CHPS

AHIMA

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ABOUT THE CANDIDATE GUIDE

Introduction

Congratulations on your decision to earn an American Health Information Management Association (AHIMA) credential. We commend your commitment to your career and the health information management (HIM) profession.

This guide includes information about:
- Eligibility qualifications
- Guidelines for applying for and scheduling the examination
- What to expect at the test center
- What to expect after completing the examination

About AHIMA

AHIMA is a professional association of more than 53,000 HIM professionals who work in a variety of healthcare settings. Since 1932, AHIMA has certified HIM professionals, and includes 52 Component State Associations.

AHIMA currently sponsors the following certification examinations:
1. Certified Coding Associate (CCA)
2. Certified Coding Specialist—Hospital-based (CCS)
3. Certified Coding Specialist—Physician-based (CCS-P)
4. Registered Health Information Technician (RHIT)
5. Registered Health Information Administrator (RHIA)
6. Certified in Healthcare Privacy and Security (CHPS)
7. Certified Health Data Analyst (CHDA)

VALUE OF CERTIFICATION

AHIMA-Certified Professionals Deliver the Results Your Organization Needs

Setting the standard since 1932 as the leader in HIM certification

The AHIMA Commission on Certification is nationally recognized as the most respected HIM credentialing agency. AHIMA certifications provide validation of professional competency to employers. Healthcare quality, financial performance, and operational efficiency are strengthened by hiring AHIMA-credentialed professionals.

Professional Certification through AHIMA

Excellence in Operations and Healthcare Delivery

AHIMA establishes professional standards of excellence. Credentials are issued in HIM, compliance and data quality, coding, privacy and security, and health data analysis,

responding to the demands of the rapidly changing healthcare environment.

Dedication Required, Competency Ensured

Credentials are earned through a combination of education, experience, and performance on certification exams. Following initial certification, credentials must be maintained through rigorous continuing education, ensuring the highest level of competency for employers and consumers.

Certified for Success

Organizations that employ credentialed HIM professionals can expect the highest levels of competency. The ability to adhere to industry standards and regulations is demonstrated through attaining credentials. Certified professionals are leaders in healthcare, displaying a commitment to the industry, their colleagues, and consumers.

Leverage the Benefits and Anticipate Results

Credentialed professionals offer employers a broad range of benefits that can be leveraged for immediate application to HIM and other operations functions. Because they have pursued certification, credentialed professionals are ready to apply their skills and require less training than non-credentialed peers. Their expertise reduces exposure to fraud and abuse charges through precise, ethical management of health information. The accuracy of health data is increased, making it more meaningful and positively affecting the revenue cycle.

These key factors influence the success of healthcare organizations through improved delivery of quality healthcare and enhanced operational efficiency, producing results that impact the bottom line.

ABOUT CERTIFICATION

Certification is a means for showing that a certified professional possesses the knowledge and skills necessary for the optimal performance of his or her job. Through credentialing, the practitioner's employer, peers, and the public are reassured that the certified individual is both competent and well-informed in the daily and accurate administration of his or her professional duties. Certain professions (for example doctors, lawyers, technicians, and others) require that the individuals performing their duties be certified, owing to legal or safety reasons or high professional standards. Whatever the reason, credentialing makes a professional a likelier candidate for gainful employment and career advancement.

Other benefits include:
- Credentialed professionals receive better compensation from their employers
- Employers know they've hired productive and knowledgeable individuals

- Certification marks a professional as an exceptional individual in his or her field
- Greater chance for advancement in one's chosen career
- Certification gives greater insight on potential employees during the hiring process
- Consumers are protected from threat of incompetent or unfit practitioners
- A certified professional's work reflects the best practices and high professional standards of his or her field.

(Reference: http://www.noca.org/GeneralInformation/Whatis Certification/tabid/63/Default.aspx)

ABOUT AHIMA CREDENTIALS

Certified Coding Associate (CCA)

AHIMA recognizes that the demand for coders has never been greater, and this demand is expected to continue. By creating an entry-level coding credential based on job analysis standards and state-of-the-art test construction, AHIMA intends to increase the number of qualified new coders. The results include a larger pool of qualified coders from which employers can choose, certified coders enhancing performance in managing health information, and recognition for AHIMA members as industry experts and leaders in clinical coding.

New coders earning the CCA will immediately demonstrate competency in the health information field, even if they do not have much job experience. The CCA designation also demonstrates a commitment to the coding profession. AHIMA CCA holders distinguish themselves from non-credentialed coders and those who hold credentials from other organizations that do not demand the higher level of expertise required to earn AHIMA certification.

The CCA should be viewed as the starting point for an individual entering a career as a coder. The CCS and CCS-P exams demonstrate mastery level skills the CCA should strive for to advance his or her career.

Eligibility Requirements

CCA examination candidates must have a high school diploma from a United States high school or an equivalent educational background.

Although not required, it is strongly recommended that candidates have at least six months experience in:
- A healthcare organization applying ICD-9-CM and CPT coding conventions and guidelines,

OR
- Have completed an AHIMA-approved coding certificate program

OR
- Have completed other formal coding training program

Certified Coding Specialist (CCS)

Certified Coding Specialists are professionals skilled in classifying medical data from patient records, generally in the hospital setting. These coding practitioners review patients' records and assign numeric codes for each diagnosis and procedure. To perform this task, they must possess expertise in the ICD-9-CM and CPT coding systems. In addition, the CCS is knowledgeable in medical terminology, disease processes, and pharmacology. Hospitals and medical providers report coded data to insurance companies, or to the government in the case of Medicare and Medicaid recipients, for reimbursement of expenses.

Researchers and public health officials also use coded medical data to monitor patterns and explore new interventions. Coding accuracy is thus highly important to healthcare organizations because of its impact on revenues and describing health outcomes, and in fact, certification is becoming an implicit industry standard. Accordingly, the CCS credential demonstrates tested data quality and integrity skills in a coding practitioner. The CCS certification exam assesses mastery proficiency in coding rather than entry-level skills. Professionals experienced in coding inpatient and outpatient records, should consider obtaining this certification.

Eligibility Requirements

CCS exam candidates must have earned a high school diploma from a United States high school or have an equivalent educational background.

Although not required, it is strongly recommended that candidates have at least three years of on the job experience in:
- Hospital-based inpatient coding for multiple case types (for example, circulatory, pregnancy, neoplasms, genitourinary, musculoskeletal, respiratory, and endocrine, nutritional and metabolic diseases, and immunity disorders)
- Hospital-based Ambulatory/Outpatient Care coding for multiple case types (for example, eye, musculoskeletal, integumentary, ENT, injury and poisoning, cardiac catheter, interventional radiology, and pain management)

AND
- Completed coursework in anatomy and physiology, pathophysiology, and pharmacology, or demonstrated proficiency in these areas

Certified Coding Specialist—Physician-based (CCS-P)

The CCS-P is a coding practitioner with expertise in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers. This coding practitioner reviews patients' records and assigns

numeric codes for each diagnosis and procedure. To perform this task, the individual must possess in-depth knowledge of the CPT coding system and familiarity with the ICD-9-CM and HCPCS Level II coding systems. The CCS-P is also an expert in health information documentation, data integrity, and quality. Because patients' coded data is submitted to insurance companies or the government for expense reimbursement, the CCS-P plays a critical role in the health provider's business operation. With the growth of managed care and the movement of health services delivery beyond the hospital, the employment outlook for this coding specialty looks highly favorable. The CCS-P certification exam assesses mastery-level proficiency in coding rather than entry-level skills. Professionals performing coding in a doctor's office, clinic, or similar setting should consider obtaining the CCS-P certification to attest to their capabilities.

Eligibility Requirements

CCS-P exam candidates must have earned a high school diploma from a United States high school or have an equivalent educational background.

Although not required, it is strongly recommended that candidates have at least three years of on-the-job experience in:

- Coding for physician services in multiple settings (for example, hospital, emergency room, operating room, and physician office or clinic) utilizing codes in the E/M, surgery, medicine and/or anesthesia, radiology and laboratory chapters of CPT and HCPCS II

AND

- Completed coursework in anatomy and physiology, pathophysiology, and pharmacology, or demonstrated proficiency in these areas

Registered Health Information Administrator (RHIA)

Working as a critical link between care providers, payers, and patients, the RHIA is an expert in managing patient health information and medical records, administering computer information systems, collecting and analyzing patient data, and using classification systems and medical terminologies. Underlying this expertise is a comprehensive knowledge of medical, administrative, ethical and legal

requirements and standards related to healthcare delivery and the privacy of protected patient information. RHIAs often manage people and operational units, participate in administrative committees, and prepare budgets. RHIAs interact with all levels of an organization—clinical, financial, administrative, and information systems—that employ patient data in decision making and everyday operations.

Job opportunities for RHIAs exist in a multitude of settings throughout the healthcare industry. These include the continuum of care delivery organizations, including hospitals, multispecialty clinics and physician practices, long-term care, mental health, and other ambulatory care settings. The profession has seen significant expansion in nonpatient care settings, with careers in managed care and insurance companies, software vendors, consulting services, government agencies, education, and pharmaceutical companies.

Eligibility Requirements

RHIA applicants must meet one of the following eligibility requirements:

- Successfully complete the academic requirements, at the baccalaureate level, of an HIM program accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM)[1]

OR

- Graduate from an HIM program approved by a foreign association with which AHIMA has a reciprocity agreement[2]

The academic qualifications of each candidate will be verified before a candidate is deemed eligible to take the examination. All first-time applicants must submit an official transcript from their college or university.[3]

Registered Health Information Technician (RHIT)

Professionals holding the RHIT credential are health information technicians who ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems. They may also use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs. RHITs often specialize in coding diagnoses and procedures in patient records for reimbursement and research. An additional role for RHITs is cancer registrars—

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1. Students interested in obtaining a Post-Baccalaureate Certificate, Certificate of Completion, or Transfer of Credits information must contact the CAHIIM-accredited program in which they wish to enroll regarding their institutional policies. Please visit the program directory Web site at www.cahiim.org/directory to access the list of CAHIIM-accredited programs.

2. AHIMA and the Canadian Health Information Management Association (CHIMA) shall permit a graduate of a program in HIM at the associate or baccalaureate degree level to apply to write the appropriate certification examination consistent with the academic level achieved and given independently by the two associations. The graduate must meet the educational competencies for

certification as a technician or administrator established by the association to which the application is made.

3. Beginning October 6, 2008, students in CAHIIM-accredited programs for RHIT or RHIA, enrolled in their final term of study, are now eligible to apply for and take their respective certification exam early.

Eligible students include the following:
- Students currently enrolled and in their last term of study
- Students who have completed their course work but have not yet graduated
- Graduates that are currently waiting for their official transcripts

compiling and maintaining data on cancer patients. With experience, the RHIT credential holds solid potential for advancement to management positions, especially when combined with a bachelor's degree.

Although most RHITs work in hospitals, they are also found in other healthcare settings including office-based physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies. In fact, employment opportunities exist for RHITs in any organization that uses patient data or health information, such as pharmaceutical companies, law and insurance firms, and health product vendors.

Eligibility Requirements

RHIT applicants must meet one of the following eligibility requirements:

- Successfully complete the academic requirements, at an associate's degree level, of an HIM program accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM)[1]
- Graduate from an HIM program approved by a foreign association with which AHIMA has a reciprocity agreement[2]
- The academic qualifications of each candidate will be verified before a candidate is deemed eligible to take the examination. All first-time applicants must submit an official transcript from their college or university.[3]

Certified in Healthcare Privacy and Security (CHPS)

The Certified in Healthcare Privacy and Security (CHPS) credential denotes competence in designing, implementing, and administering comprehensive privacy and security protection programs in all types of healthcare organizations. Becoming certified in healthcare privacy and security demonstrates a choice to focus and advance by specializing in privacy and security dimensions of HIM. Being distinguished with this special expertise signifies a commitment to advancing privacy and security management practices and lifelong learning and professional development.

Eligibility Requirements

CHPS applicants must meet one of the following eligibility requirements for the CHPS examination:

- Baccalaureate degree and a minimum of four (4) years experience in healthcare management
- Master's or related degree (JD, MD, or PhD) and two (2) years of experience in healthcare management
- HIM credential (RHIT or RHIA) with a baccalaureate or higher degree and a minimum of two (2) years of experience in healthcare management

Experience in healthcare management will be verified through the application, which requires a resume describing professional experience managing people and projects in healthcare organizations. The candidate is responsible to ensure their eligibility to sit for certification.

Certified Health Data Analyst (CHDA)

Individuals who earn the CHDA designation will achieve recognition of their expertise in health data analysis and validation of their mastery of this domain. This prestigious certification provides practitioners with the knowledge to acquire, manage, analyze, interpret, and transform data into accurate, consistent, and timely information, while balancing the "big picture" strategic vision with day-to-day details. CHDA-certified professionals will exhibit broad organizational knowledge and the ability to communicate with individuals and groups at multiple levels, both internal and external.

Eligibility Requirements

CHDA applicants must meet one of the following eligibility requirements for the CHDA examination:
- Baccalaureate degree or higher and a minimum of five (5) years of healthcare data experience

OR

- Registered healthcare information administration credential (RHIA) and a minimum of one (1) year of healthcare data experience

Experience in healthcare data will be verified through the application, which requires a resume describing work related experience in healthcare data management, analysis, and reporting.

ELIGIBILITY QUESTIONS

AHIMA's Commission on Certification reserves the right to verify the information supplied by, or on behalf of, a candidate. If selected for an audit, the candidate may be asked to submit additional documentation supporting eligibility.

Taking the certification examination is voluntary. AHIMA strictly adheres to the eligibility requirements for certification. It is the responsibility of the candidate to comply with all procedures and deadlines in order to establish eligibility for the examination. For questions about eligibility, please contact:

Certification Department
AHIMA
233 N. Michigan Ave., 21st Fl.
Chicago, IL 60601
Telephone: (800) 335-5535
E-mail: info@ahima.org

Eligibility Appeal Procedure

Any candidate whose eligibility is denied may appeal the decision. Appeals may be sent to:

Certification Appeals Review Panel (CARP)
AHIMA
233 N. Michigan Ave., 21st Fl.
Chicago, IL 60601

OR

cert.appeals@ahima.org

The appeal should include a written explanation of the issue, along with any supporting documentation (if applicable). Appeals must be received within 30 days of the eligibility denial.

Nondiscrimination Policy

AHIMA and Prometric do not discriminate against any candidate on the basis of race, color, creed, age, gender, national origin, religion, disability, marital status, parental status, ancestry, sexual orientation, military discharge status, or source of income. All examination applicants will be judged solely on the criteria established by the Commission on Certification.

APPLYING FOR THE EXAM

Submitting an Application

Before submitting an application, carefully review the information contained in this guide. It is the candidate's responsibility to ensure eligibility before submitting the application. Applicants who are determined to be ineligible and submit an ineligible application or request withdrawal of their application, will receive a refund of the application fee minus a $45 processing fee.

Applicants may register online at www.ahima.org/certification or by submitting a paper application which can also be found www.ahima.org/certification.

When completing the application be sure to:

1. Ensure the name on the application matches the name on the identification (ID) to be used for admission to the test center (see section on Identification Requirements).
2. Indicate if an acknowledgment letter should be sent to your employer after certification is achieved.
3. Include the education program code (EPC) on the application (for RHIA, RHIT, and CCA applicants only).
4. Submit verification of eligibility, if applicable. (Official transcript for RHIA and RHIT only)
5. Sign and date the application in ink (if using a paper application).
6. Make copies for your records.
7. Include the correct application fee by referring to the Web site for current exam pricing.

8. Mail paper application, using a traceable method, to:
Attn: Certification Examinations
AHIMA
Dept 77-3081
Chicago, IL 60678-3081

Incomplete Application

An application may be considered incomplete for the following reasons:

- Insufficient fee included, declined credit card, or returned check
- Application is not signed
- Missing official transcript
- Missing Request for Accommodations form and documentation form (if applicable)

Checks for insufficient funds (NSF) will not be re-deposited. If the bank does not clear your check, a fee of $25 will be incurred. Visa, MasterCard, and American Express transactions declined or not approved will also be subject to a $25 handling fee. A certified check or money order for the amount due, including the NSF fee, must be submitted to AHIMA to cover returned checks or credit card transactions. Postdated checks are not an acceptable form of payment.

Once an application is complete, the application will be processed and Prometric will send an Authorization to Test (ATT) letter.

Refund Policy

Candidates can request a refund for their exam application up until seven (7) business days prior to their scheduled test date or eligibility end date.

This request can be submitted by e-mail to certification@ahima.org or by fax to (312) 233-1500 with the following information:
1. Candidate's name
2. AHIMA ID# (optional)
3. Test date (if applicable)
4. Exam type

There is a $45 processing fee for all refund requests. Please allow four to six weeks for processing.

Independent Testing Agency

Prometric has been contracted by AHIMA to help develop and administer AHIMA's certification examinations in the United States and internationally. Prometric is a global leader in test development, technology-based testing, and assessment services for academic, professional, government, corporate, and information technology markets.

For more information about Prometric, please visit www.prometric.com/ahima.

ACCOMMODATIONS UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)

AHIMA and Prometric comply with the ADA and will provide reasonable accommodations for individuals with disabilities that substantially limit one or more major life activities (for example, walking, talking, hearing, seeing, and performing manual tasks). If accommodations are required under the ADA, you must do the following:

- Form A—Complete and submit the Request for Accommodations under the Americans with Disabilities (ADA) form. (The form may be submitted with the examination application or separately.)
- Form B—Arrange for completion of the Documentation of Disability-Related Needs Form by a licensed healthcare provider who is treating or has treated you for this disability. In lieu of the form, your healthcare provider may submit a letter describing (a) your diagnosis; (b) how the disability affects your major life activities (see above; and (c) recommended accommodations.

These forms are available at www.ahima.org/certification.

Written notification will be provided detailing the accommodations and any procedures that must be followed to ensure the testing center can accommodate your needs on your testing date. Arrangements for accommodations may take up to 45 days to coordinate.

TEST TAKERS' RIGHTS AND RESPONSIBILITIES

As a test taker, you have the right to:

1. Be informed of your rights and responsibilities as a test taker.
2. Be treated with courtesy, respect, and impartiality, regardless of your age, disability, ethnicity, gender, national origin, religion, sexual orientation, or other personal characteristics.
3. Be tested with measures that meet professional standards and that are appropriate, given the manner in which the test results will be used.
4. Receive written explanation prior to testing about the purpose(s) for testing, the kind(s) of tests to be used, if the results will be reported to you or to others, and the planned use(s) of the results. If you have a disability, you have the right to inquire and receive information about testing accommodations.

5. Know in advance of testing when the test will be administered, if and when test results will be available to you, and if there is a fee for testing services you are expected to pay.
6. Have your test administered and your test results interpreted by appropriately trained individuals who follow a professional code of ethics.
7. Know the consequences of taking or not taking the test, fully completing the test, or canceling the scores. You may need to ask questions to learn these consequences.
8. Receive a written explanation of your test results within a reasonable amount of time after testing and in commonly understood terms.
9. Have your test results kept confidential to the extent allowed by law.
10. Present concerns about the testing process or your results and receive information about procedures that will be used to address such concerns.

As a test taker, you have the responsibility to:

1. Read or listen to your rights and responsibilities as a test taker.
2. Treat others with courtesy and respect during the testing process.
3. Ask questions prior to testing if you are uncertain about why the test is being given, how it will be given, what you will be asked to do, and what will be done with the results.
4. Read or listen to descriptive information in advance of testing and listen carefully to all test instructions. You should inform AHIMA before scheduling your test if you wish to receive a testing accommodation or if you have a physical condition or illness that may interfere with your performance on the test.
5. Know when and where the test will be given, pay for the test if required, appear on time with any required materials (for example, valid identification and codebooks, if allowed), and be ready to be tested.
6. Follow the test instructions you are given and represent yourself honestly during the testing.
7. Be familiar with and accept the consequences of not taking the test, should you choose not to take the test.
8. Inform appropriate person(s), as specified to you by the organization responsible for testing, if you believe that testing conditions affected your results.
9. Ask about the confidentiality of your test results, if this aspect concerns you.
10. Present concerns, if you have any, about the testing process or results in a timely, respectful way.

(Adopted from the American Psychological Association Test Takers' Rights and Responsibilities)

AHIMA EXAM APPLICATION CHECKLIST
❑ Read Candidate Guide

❑ Apply for exam

❑ Submit all paperwork necessary (transcripts, resume, other documentation)

❑ Upon receipt of authorization to test (ATT), read it completely

❑ Schedule exam with Prometric

❑ Verify what materials are needed at the testing center

❑ Verify time and date of exam

SCHEDULING THE EXAMINATION
Authorization to Test (ATT) Letters
After eligibility for the examination is determined, Prometric will send the candidate an Authorization to Test (ATT) letter. The ATT letter contains an authorization number, the eligibility period for testing, identification requirements, and instructions for scheduling an appointment. Candidates may schedule their appointment within their eligibility window. The eligibility start date and end date is provided in the ATT letter.

Scheduling an Appointment to Test
The testing appointment should be scheduled soon after receiving the ATT letter. Scheduling an appointment early in the eligibility period increases the likelihood that the candidate can sit for the exam at his or her optimal date and time. Space at the Prometric testing centers is limited and the availability of a testing "seat" is not guaranteed. Therefore, candidates who schedule their exams in the latter part of their eligibility period run the risk of not sitting for the exam.

Before scheduling a testing appointment, be sure the name on the eligibility letter matches the name on all forms of identification being used. In the event of a name change, please contact AHIMA at (800) 335-5535, or at info@ahima.org.

For fast and easy scheduling, testing appointments may be scheduled by logging at www.prometric.com/ahima. You may also call Prometric's number at (800) 813-6779 (call wait time may vary depending on candidate volume). When scheduling an exam, candidates should be prepared to provide the authorization number located in the ATT letter. After the exam is scheduled, candidates will receive information about the time and date of the exam, as well as a confirmation number. Candidates should keep a copy of this information for future reference.

Walk-in applicants will not be allowed to test. In addition, changes in the examination type cannot be made at the testing center.

Directions to the testing center may be obtained by logging on to www.prometric.com. ATT letters are not required at the testing center.

Test Centers
Test centers are available throughout the United States and internationally. A complete listing of test center locations, including addresses and driving directions, may be found on Prometric's Web site: www.prometric.com/ahima. Before the day of the examination, please be sure the address and directions to the test center are correct. If a candidate goes to the wrong test center on the day of the examination and cannot test, the candidate must re-apply and re-submit another application fee.

APPOINTMENT CHANGES
Policy on Cancelling or Rescheduling your Exam Appointment
Prometric's policies about changing a testing appointment are as follows:
1. Candidates may cancel and reschedule the examination up to 30 days prior to the scheduled examination date at no charge.
2. Any candidate who reschedules or cancels his or her appointment between 29 days and noon Eastern Time two business days prior to the exam date will be charged a penalty of $30 by Prometric. Rescheduling and payment must be completed using a valid credit card via www.prometric.com/ahima or by calling the Prometric Call Center at (800) 813-6779.
3. Candidates may not reschedule the examination within two business days (12 noon Eastern Time) of the examination appointment.
4. Candidates who do not arrive or who arrive late to their scheduled exam appointment time will be considered no-shows and will forfeit their application fee.
5. Candidates failing to appear for the scheduled appointment or who are more than thirty (30) minutes late will not be allowed to test. A new application and the full application fee must be submitted in order to test.

Deadline	Rescheduling Fee
Up to 30 days before exam date	No charge
Between 29 days and two business days (by noon Eastern Time) prior to exam date	$30
No-shows	Forfeit application fee

PREPARING FOR THE EXAM

Tips for Success

- Read through the entire Candidate Guide.
- Visit our exam prep page at:
  www.ahima.org/certification
  You will be able to:
  - Review exam specifications
  - Review competency statements
- Allow enough time to prepare for the exam. "Cramming" is discouraged.
- Know when and where the test will be given, appear on time with any required materials (for example, valid identification and codebooks if allowed), and be ready to be tested.

ON EXAMINATION DAY

Examination Procedures

The Prometric staff adheres to approved procedures to ensure the test center meets AHIMA's testing criteria. Please review the following information prior to the testing date to ensure familiarity with the procedures.

- Plan to arrive at the test center 30 minutes before the scheduled appointment. Candidates arriving at the test center 30 minutes after the scheduled appointment will not be allowed to test and will forfeit the testing fee.
- It is recommended that candidates bring their Authorization to Test (ATT) letter to the test center; however, it is not required to test.
- When arriving at the test center, candidates will be required to present two forms of identification: a primary and secondary form. Please see the following section on "Identification Requirements" for a listing of acceptable forms of identification.
- After checking in to the test center, candidates will be directed to the testing area, have a digital photograph taken and be assigned to a testing station. The photograph will be printed on the completion/score report candidates receive after the examination.
- A dry-erase board will be provided for use during the examination.

Identification Requirements

The identification (ID) requirements to be allowed to test include a primary form of ID that contains the candidate's signature and picture, and a secondary form of ID that contains the candidate's signature. The name on the primary and secondary forms of ID should be the same as the name that appears on the testing application.

- Acceptable forms of primary ID are valid and non-expired with the candidate's photograph and signature including:
  - Driver's license
  - State ID card
  - Government ID card (for example, military ID card)
  - Passport
- Acceptable forms of secondary ID are valid and non-expired with the candidate's printed name and signature, including:
  - Credit or debit card
  - Student ID card
  - Employee ID card
- The following are examples of **unacceptable** forms of ID:
  - Expired driver's license or passport
  - Social security card
  - Library card
  - Marriage certificate
  - Voter's registration card
  - Club membership card
  - Public aid card
  - Temporary driver's license
  - Video club membership card
  - Traffic citation (arrest ticket)
  - Fishing or hunting license

Without acceptable forms of ID, candidates will not be allowed to test and will forfeit the application fee. Prometric reserves the right to deny a candidate from taking the exam if there is a question in regards to the validity of the ID(s).

Exam Times and Number of Questions

Exam	# of Questions	Exam Time
CCA	100 multiple choice	2 hours
CCS	Part 1: 60 multiple choice Part 2: 13 cases	Part 1: 1 hour Part 2: 3 hours
CCS-P	Part 1: 60 multiple choice Part 2: 16 cases	Part 1: 1½ hour Part 2: 2½ hours
RHIA	180 multiple choice	4 hours
RHIT	150 multiple choice	3½ hours
CHPS	180 multiple choice	4 hours
CHDA	*150 multiple choice	3 hours, 45 minutes

*Beta CHDA exam contains 154 multiple choice questions

Test Center Restrictions

To ensure that examination results for all candidates are earned under comparable conditions, it is necessary to maintain a standardized testing environment. Candidates must adhere to the following:

- No reference or study materials may be brought into the examination room. Code books with tabs, handwritten notations, or comments are allowed but must be free of any notes containing coding rules and guidelines from other reference materials (for example, Coding Clinic, CPT Assistant, and similar materials). The testing center staff reserves the right to deny code books that contain excessive writing and information that may give the candidate an unfair advantage. Post-It® Notes and any loose materials are not allowed.
- Documents or notes of any kind may not be removed from the examination room. All computer screens, paper, and written materials are the copyrighted property of Prometric and may not be reproduced in any form.
- Candidates will not be allowed to take anything into the examination room other than those items given to them by the administrator and their identification documents.
- Prohibited items will not be allowed into the examination room. Prohibited items include, but are not limited to the following: calculators, pagers, cell phones, electronic digital devices (PDAs, watches), recording or photographic devices, weapons, briefcases, computers or computer bags, and handbags or purses.
- Eating, drinking, or smoking is prohibited in the test center.
- Questions regarding the content of the examination may not be asked of the test center administrator during the examination.

Security

All proprietary rights in the examinations, including copyrights and trade secrets are held by AHIMA. In order to protect the integrity of the examinations and to ensure the validity of the scores reported, candidates must adhere to strict guidelines regarding proper conduct in handling copyrighted proprietary examinations. Any attempt to reproduce all or part of the examinations, including, but not limited to, removing materials from the examination room, aiding others by any means in reconstructing any portion of the examinations, selling, distributing, receiving or having unauthorized possession of any portion of the examinations, is strictly prohibited by law. Alleged copyright violations will be investigated and, if warranted, prosecuted to the fullest extent of the law. It should be noted that all examination scores may be invalidated in the event of this type of suspected breach.

Candidates may not write on any examination materials distributed by or belonging to AHIMA.

A candidate can be disqualified from taking or continuing to sit for an examination, or from receiving examination results, or the candidate's scores might be cancelled if Prometric determines through proctor observation, statistical analysis, and other evidence that the candidate's score may not be valid or that the candidate was engaged in collaborative, disruptive, or other unacceptable behavior during the administration of the examination.

Test centers are continuously monitored by audio and video surveillance equipment for security purposes.

Misconduct

Individuals who engage in the following conduct may be dismissed from the test center and their scores will not be reported. Examples of misconduct include but are not limited to:

- Using electronic communications equipment such as personal digital assistants (PDAs), calculators, pagers, and cellular telephones
- Giving or receiving help during the examination or being suspected of doing so
- Attempting to take the examination for someone else
- Using notes, books, or other aids
- Removing or attempting to remove note paper from the test center
- Creating a disturbance or behaving in an abusive or otherwise uncooperative manner

Cancellation Due to Bad Weather or Other Emergencies

In the event of bad weather, a natural disaster, or other emergency (for example, a test center power outage), Prometric will determine whether circumstances warrant cancellation and rescheduling of examinations at a particular test center. Examinations will not be cancelled and rescheduled if the test center administrator can open the test center. Every attempt will be made to administer all examinations as scheduled. However, should examinations at a test center be cancelled, all affected candidates will be contacted by Prometric about rescheduling their examinations.

Feedback on Testing Experience

After completing the examination, candidates will be asked to complete a short evaluation of the testing experience. Comments will be reviewed, but responses to individual candidates will not be provided.

AFTER THE EXAMINATION

Notification of Examination Results

After completing the examination and evaluation, candidates will be asked to report to the test center staff to receive their score report.

The score report will not include performance on pretest questions, and these questions will not be used to determine passing or failing.

Candidates will receive their results immediately upon completion of their exam.

In the event a new exam format is introduced and the passing mark has not been pre-established, exam candidates will receive a test completion notice upon completion of their exam. Once the passing mark has been determined, exam results will be sent to candidates via regular mail.

Passing scores for examinations will be published on AHIMA's Web site at www.ahima.org/certification.

Confidentiality Procedures

AHIMA and Prometric have adopted policies and procedures to protect the confidentiality of examination candidates. AHIMA and Prometric staff members will not discuss pending examination applications with anyone but the candidate and will not report scores via telephone, e-mail, or fax.

Validation of Scores

AHIMA and Prometric are responsible for the validity and integrity of the scores reported. Occasionally, computer malfunctions or candidate misconduct may cause a score report to be suspect. AHIMA and Prometric reserve the right to void or withhold examination results if, upon investigation, violation of AHIMA's regulations is discovered. Candidates are expected to fully cooperate with any investigation.

Release of Information

All individuals who successfully complete an examination may be recognized for this achievement on AHIMA's Web site. Names may also be published in a Component State Association's newsletter. In addition, each AHIMA Approved Coding Certificate Program receives examination results for all graduates. Authorization by the candidate is not required. AHIMA and Prometric will not release scores to any other third party.

Certificates

Candidates who pass the examination will receive a certificate specifying the credential has been awarded. Bells International, AHIMA's certificate vendor, will send the official certificate within four (4) months of passing the examination. The candidate's name will appear on the certificate exactly as it appears on the examination application form.

Individuals seeking a replacement certificate because the original was lost, stolen, destroyed, or the name on the certificate has changed, are required to complete the certificate replacement form (see Appendix A).

In the rare occurrence that a certificate is not received, please contact AHIMA's Customer Relations Department by calling (800) 335-5535, or by e-mailing info@ahima.org.

Examination Appeals

Appeals about examination content or results must be submitted in writing within 30 days of the test date. Appeals must be submitted with supporting documentation or evidence (if applicable) to:

Certification Appeals Review Panel (CARP)
AHIMA
233 N. Michigan Ave., 21st Fl.
Chicago, IL 60601
OR
cert.appeals@ahima.org

The decision of the CARP is final.

Examination Complaints

Candidates are required to report any complaints at the test center on the day of their examination.

Because of the secure nature of the examination, neither AHIMA nor Prometric will disclose examination questions or candidate's responses to individual questions.

Re-taking the Examination

Candidates who have taken and failed an examination must wait a minimum of 91 days before testing again. To re-take an examination, a candidate must resubmit a new application with the appropriate examination fee. Transcripts are kept on file and do not need to be resubmitted.
For more information on retesting fees, please visit www.ahima.org/certification.

Use of the Credential

Candidates who pass the examination will be authorized to use CCA, CCS, CCS-P, CHPS, RHIA, RHIT, or CHDA as applicable, following their name. AHIMA suggests the following guidelines when using credentials:

- Academic degrees (for example, PhD, JD, and MBA) are listed closest to the last name.
- General credentials (for example, RHIA and RHIT) follow the academic degree. If there is no academic degree listed, the certification credential follows the last name.
- Specialty credentials (for example, CHDA, CHP, CHS, CHPS, CCS, CCS-P, and CCA) follow the general credential.
- Fellowship credentials (for example, FAHIMA) follow the specialty credential.

Registry

Once certified, candidates are added to the AHIMA registry. Certification status may be verified by employers, government agencies, and accrediting agencies. In addition, newly credentialed individuals are listed at: https://secure.ahima.org/certification/exams/staff/newly_credentialed.asp.

Credential Verification

Certification status may be verified by employers, government agencies, and accrediting agencies by submitting a request by fax at (312) 233-1500. Requests must be submitted on the company letterhead with the following information:

1. Requestor's name and title
2. Certified professional's name
3. Credential
4. Certified professional's current residence (city and state)

CREDENTIAL MAINTENANCE FREQUENTLY ASKED QUESTIONS (FAQS)

1. *How do I maintain my credentials with continuing education units (CEUs)?*
   - If you have an RHIT, you must obtain 20 CEUs during your two-year reporting cycle.
   - If you have an RHIT and a coding credential such as CCA, CCS, or CCS-P, you must obtain 30 CEUs during your two-year reporting cycle, plus complete an annual coding self-assessment for each coding credential you possess.
   - If you have an RHIA, CHP, CHS, CHPS, CCA, or CHDA, you must obtain 30 CEUs during your two-year reporting cycle.
   - If you have an RHIA and a coding credential such as CCA, CCS, or CCS-P, you must obtain 40 CEUs during your two-year reporting cycle and complete an annual self-assessment for each coding credential.
   - If you have an RHIA and a CHPS or CHDA you must complete 40 CEUs during your two-year reporting cycle.

     RHIT + CCS + CCS-P = 40 CEUs

     RHIA + CCS + CCS-P = 50 CEUs

2. *When does my two-year reporting cycle start?*
   Your two-year reporting cycle starts on January 1, the year after you obtain your credential. For example, if you obtained your credential in August 2007, your reporting cycle started on January 1, 2008.

3. *When do I need to report my CEUs?*
   You need to report your CEUs by January 31 of the year following the end of your reporting cycle. For example, if your reporting cycle ended December 31, 2008, you need to report your CEUs by January 31, 2009.

   With regard to the first reporting period, CEUs can be earned from the date one passed the exam through the end of the second year of the reporting period.

4. *What types of activities qualify for CEUs?*
   The following are the main categories of activities that qualify for CEUs. For more information, including activities that do not qualify for CEUs, please go to www.ahima.org/certification and select Credential Maintenance from the left side of the page.
   - Participation in educational programs on topics relevant to HIM
   - Participation in formal educational programs of study addressing subjects relevant to HIM
   - Publication or presentation of material relevant to HIM
   - Independent study activities relevant to HIM
   - Coding assessment and training activities
   - Journal and book quizzes (also available online for members)
   - Completion of audio seminars and distance education programs

5. *Do I need to obtain continuing education credits in particular topic areas?*
   Eighty percent of the required CEUs must be from the defined core content areas of:
   - Technology
   - Management Development
   - Clinical Data Management
   - Performance Improvement
   - External Forces
   - Clinical Foundations
   - Privacy and Security

   For a detailed description of each area, please go to www.ahima.org/certification and select Credential Maintenance from the left side of the page.

6. *What must I provide to AHIMA when I am reporting my CEUs?*
   Four to six weeks before the end of your reporting cycle, you will receive a Continuing Education Reporting Form from AHIMA. You must record the number of credit hours received in each of the core content areas, the number of hours received in other areas, and the total number of hours received during the reporting cycle. To report your CEUs online, go to www.ahima.org/certification and click on "CEU Center."

   While you do not have to provide documentation of attendance for each CEU activity, you should retain these records because you may be audited and then will be required to provide this information.

7. *Are there any fees required for credential maintenance?*
   AHIMA members pay an annual credential maintenance fee of $10 ($72.50 if they hold the CHPS credential), regardless of the number of credentials held, that is assessed with membership dues.

   Non-AHIMA members pay the following credential maintenance fees at the end of each two-year reporting cycle:

   CCA, CCS, or CCS-P = $50 (plus $50 for each additional credential held)

RHIA, RHIT, CHS, CHP, or CHDA = $150 (plus $50 for each additional credential)

CHPS only = $250 (plus $50 for each additional credential)

8. *What documentation do I need to provide if I am selected for an audit?*

If you are selected for an audit, you must submit verifiable documentation for each activity listed on the Continuing Education Reporting Form. Auditors will seek verification of attendance and participation, content description and number of CEUs earned.

9. *What happens if I don't obtain enough CEUs during the reporting cycle or if I fail to report my CEUs to AHIMA?*

If you do not report your CEUs as required, your credential will be revoked, effective December 31 of the year following the end of your two-year reporting cycle. For example, if your reporting cycle ends December 31, 2007, and you do not report, your credential will be revoked effective December 31, 2008.

If you wish to have your credential restored during that year, you may complete and submit an Intent to Restore Credential application, pay the required fees, and obtain the necessary CEUs.

If two (2) reporting cycles (four years) have elapsed, you must re-take the certification examination to restore your credential.

Replacement Certificate Order Form

AHIMA
COCJ COMMISSION ON CERTIFICATION

REPLACEMENT CERTIFICATE ORDER FORM

Please submit form with appropriate fee to :

AHIMA
Attn: Membership Department
Dept 77-3081
Chicago, IL 60678-3081

AHIMA ID Number: _____

Type or print neatly

	Replacement Certificate Type	Certificate Number	Date Issued
	Certified Coding Associate (CCA)		
	Certified Coding Specialist (CCS)		
	Certified Coding Specialist—Physician (CCS-P)		
	Certified in Healthcare Privacy (CHP)		
	Certified in Healthcare Privacy and Security (CHPS)		
	Registered Health Information Administrator (RHIA)		
	Registered Health Information Technician (RHIT)		
	Certified Health Data Analyst (CHDA)		

Reason for Reprint Request: ☐ Name/Address Change   ☐ Misplaced

☐ Change of Credential Acronym (ART/RRA)

☐ Other

In order to receive a replacement certificate, your CEUs and, if applicable, self-assessment must be current.

Name as It Should Appear on Certificate:

First Name:_____ MI: _____ Last Name:_____ Suffix:_____

Shipping Address:_____

City: _____ State:_____

Zip Code: _____ Country:_____

Home Phone: _____ E-mail Address: _____

Method of Payment: *(please check one)*

Replacement certificates cost $25 each. Please allow six to eight weeks for delivery.

☐ Check/Money Order—Payable to AHIMA   Credit Card: ☐ MasterCard   ☐ American Express

If payment is by credit card, please provide the following information:

Credit Card Number: _____ Expiration Date:_____

Name as It Appears on Card: _____ Charge Amount:_____

Signature: _____

APPENDIX B
Sample Examination Screens
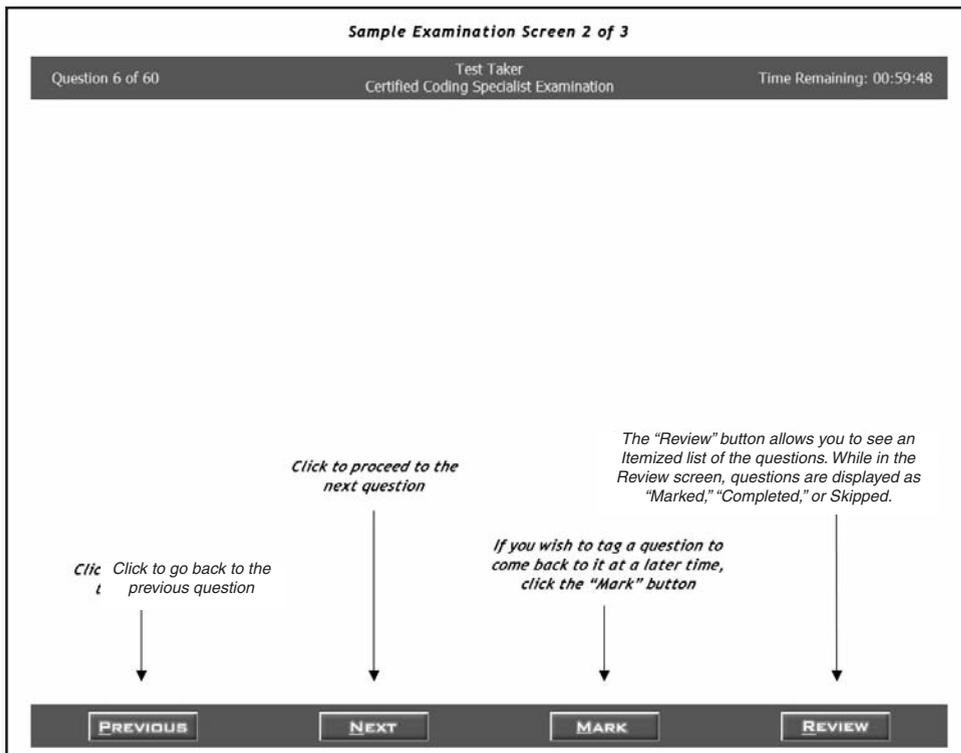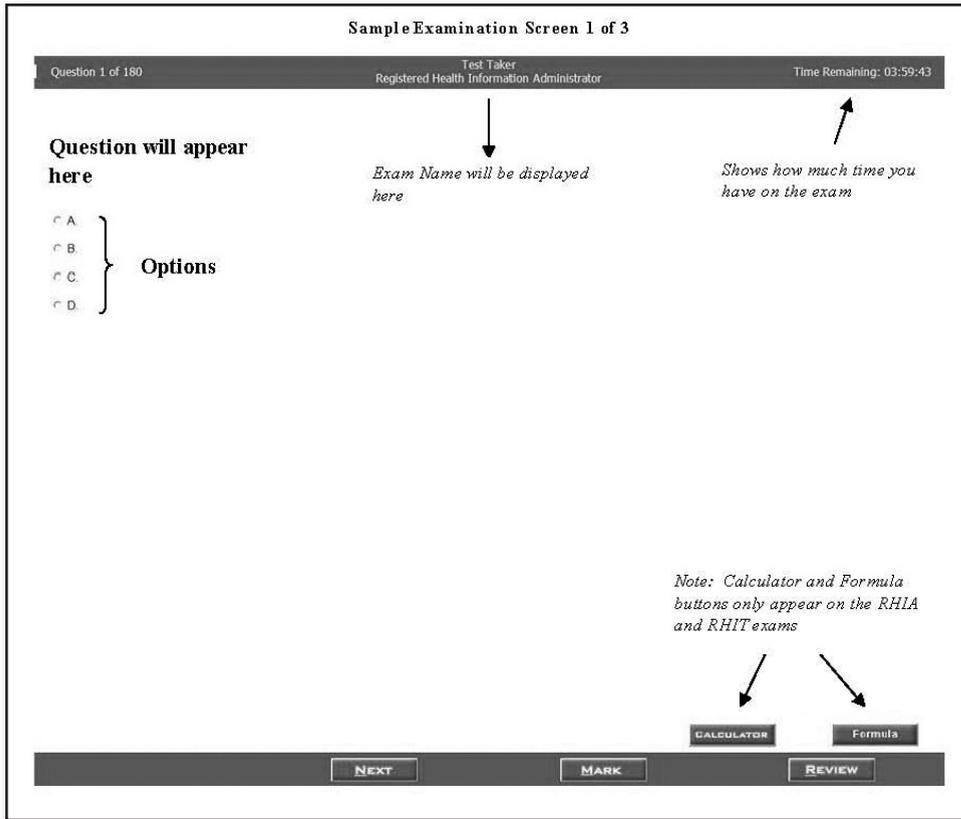
Sample Examination Screen 1 of 3

Question 1 of 180   Test Taker
Registered Health Information Administrator   Time Remaining: 03:59:43

Question will appear here

- ○ A.
- ○ B.
- ○ C.
- ○ D.

} **Options**

Exam Name will be displayed here

Shows how much time you have on the exam

Note: Calculator and Formula buttons only appear on the RHIA and RHIT exams

CALCULATOR   Formula

NEXT   MARK   REVIEW

Sample Examination Screen 2 of 3

Question 6 of 60   Test Taker
Certified Coding Specialist Examination   Time Remaining: 00:59:48

The "Review" button allows you to see an Itemized list of the questions. While in the Review screen, questions are displayed as "Marked," "Completed," or Skipped.

Click to proceed to the next question

If you wish to tag a question to come back to it at a later time, click the "Mark" button

Click to go back to the previous question

PREVIOUS   NEXT   MARK   REVIEW

Sample Examination Screen 3 of 3

Test Taker
Certified Coding Specialist Examination

Time Remaining: 00:56:17

Questions	Marked	Incomplete	Complete
☑ Question 1			Yes
☑ Question 2			Yes
☑ Question 3			Yes
▶ Question 4	Yes	Yes	
☑ Question 5			Yes
☑ Question 6			Yes
☐ Question 7		Yes	
☐ Question 8		Yes	
☑ Question 9			Yes
☑ Question 10			Yes
▶ Question 11	Yes	Yes	
☐ Question 12		Yes	
☐ Question 13		Yes	
☐ Question 14		Yes	
☐ Question 15		Yes	
☐ Question 16		Yes	
☐ Question 17		Yes	
☐ Question 18		Yes	
☐ Question 19		Yes	
☐ Question 20		Yes	
☐ Question 21		Yes	
☐ Question 22		Yes	
☐ Question 23		Yes	
☐ Question 24		Yes	

ATTENTION: Clicking the "End" will not take you back to your questions. You only click this if you intend to end your examination. Click any of the Review buttons to go back to your questions.

Double-click on the question you want to review.

Symbols Key

▶ = Marked question   ☑ = Completed question   ☐ = Incomplete question

REVIEW ALL   **REVIEW INCOMPLETE**   **REVIEW MARKED**   **END**

AHIMA Membership Application

❑ **Yes,** please activate my AHIMA membership.

By submitting my application, I agree to abide by AHIMA's Code of Ethics. To review the Code of Ethics, visit www.ahima.org/about/ethics.asp.

_____

Last Name   First Name   Middle Initial

_____

Address

_____

City   State   Zip Code   Country

_____

Home Phone

_____

E-mail Address

Membership Categories

Active Membership—Individuals interested in the AHIMA purpose and willing to abide by the Code of Ethics. Active members in good standing shall be entitled to all membership privileges including the right to vote.

Student Membership—Students formally enrolled in an AHIMA-approved or CAHIIM-accredited program. Student membership is valid only for those not holding an AHIMA credential.

Those applying for student membership must complete the information requested below.

Senior Membership—In recognition of service to the profession, current AHIMA members 65 and over are eligible for this member type.

Note: Membership dues prices are only guaranteed through December 31, 2008.

Membership Dues

❑ Active $165
  (plus the additional credential maintenance fee listed below when applicable)
❑ Student..$35
❑ Senior $60

Credential Maintenance Fees with Membership

❑ CCA, CCS, CCS-P, RHIT, RHIA $10
  (any combination of these credentials only)
❑ CHP or CHS $37.50
❑ CHP or CHS $47.50
  (plus any combination of CCA, CCS, CCS-P, RHIT, or RHIA)
❑ CHPS $62.50
❑ CHPS $72.50
  (plus any combination of CCA, CCS, CCS-P, RHIT, or RHIA)

If you are no longer working, and not planning to maintain your credential, please call our Customer Service team at (800) 335-5535 to discuss your options.

Payment Methods

❑ I wish to pay in full at this time. *(indicate preferred payment method)*

❑ I choose to make three equal payments (active members only).
  I understand:

1. Payment one is due immediately.
2. Payments two and three are due approximately 60 days apart on the 15th of the month.
3. There is a $2 processing fee per installment.

For payments two and three, I will be invoiced for my check payment or my credit card will be charged accordingly.

❑ Check/Money Order *Make checks payable to AHIMA.*

❑ Visa   ❑ MasterCard   ❑ American Express

Card #   Exp. Date*

_____

Signature   Date

* *Please note: your credit card cannot expire within six months.*

M X 7 1 5

**Remit to: AHIMA, Dept. 77-3081,
Chicago, IL 60678-3081 or
fax (312) 233-1500**

Student Signature

Attention Student Members: To maintain your student member eligibility, the following information must be completed:

_____

School/Program Name

_____

School Educational Program Code**

_____

Anticipated Graduation Date

_____

Program Director's Signature**

Available at www.ahima.org/certification. Choose certification name, FAQs, and look under "Applying for the Exam."
***Not necessary for Coding Basics students**

I verify that I meet the eligibility requirements for student membership.

_____

Signature   Date

Component State Association (CSA)
Twenty percent (20%) of membership dues are reimbursed to the CSA of your choice. CSA will be assigned based on your address on this form. Please contact AHIMA if you would like to change your assigned CSA. Some CSAs charge an additional assessment for membership. There are 52 state associations, representing the 50 US states, the District of Columbia, and Puerto Rico. For details on how to contact your state association, visit www.ahima.org.

Dues Information
Dues are not refundable and membership is not transferable. A portion of your dues is allocated to the *Journal of AHIMA*: $15 for active members, and $7.50 for student members. The regular *Journal* subscription rate is $100 per year. Members may not deduct the subscription price from dues. A subscription to *AHIMA Advantage* is included in AHIMA membership dues. The annual member subscription rate is $6 for active members, and $1.05 for student members. AHIMA dues are not deductible as a charitable contribution for federal income tax purposes, but may be partially deductible as a business expense. AHIMA estimates that 1.55 percent of your dues is not deductible because of AHIMA's lobbying activities on behalf of members.

233 N. Michigan Ave.,21st Fl.
Chicago, IL 60601-5800

phone » (312) 233-1100
fax   » (312) 233-1090
web   » www.ahima.org

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American Health Information
Management Association®

PROMETRIC

AUTHORIZATION TO TEST (ATT)

Candidate's Name:
Address: Date:

Thank you for registering for your certification exam. This Authorization to Test (ATT) letter contains important information you need to know prior to scheduling the examination.

Authorization Number	Test Name	Valid From - To:
000000000	Exam Name	

IDENTIFICATION REQUIREMENTS

Bring **two (2)** forms of current identification—one primary ID and one secondary ID. We accept the following IDs:

Primary Identification (must contain a photograph and signature)
o   Valid driver's license
o   Valid state ID
o   Valid government ID card (for example, military ID card)
o   Valid passport

Secondary Identification (must contain a printed name and signature)
o   Valid credit card
o   Student ID card
o   Employee ID card

The name on the ID must match exactly the name printed on your ATT. **If there are any discrepancies not listed under the examples below, please contact AHIMA at (800) 335-5535 or info@ahima.org prior to scheduling the examination.**

SAMPLE

AHIMA » 233 N. Michigan Ave.,21st Fl., Chicago, IL 60601-5800

Acceptable ID Discrepancies

- Single letter discrepancy (for example, Johnson versus Johmson) or single letter transposition (for example, Alexander versus Alexandre)
- Single letter omission (for example, Schultz versus Shultz) or single letter addition (for example, Miller versus Mialler)
- Incorrect letters in one version (for example, Diller versus Ditter) or names reversed (for example, Russell Evan versus Evan Russell)
- One version of the name has middle initial while the other does not (for example, John E Smith versus John Smith)
- One version of the name has middle initial while the other has the full middle name (for example, Karen A. Scott versus Karen Ann Scott)
- Middle name is omitted from the ID, but is present on the ATT
- First name is formal on one document, but a variation is used on another document (for example, Michael Jones versus Mike Jones)
- All appendages to names will be ignored: Jr., Sr., II
- Substitutions for either the first or last name are not permitted (for example, Smith to Jones or Smith to Smith-Jones or John to James)
- Legal name changes must be supported by a marriage certificate, divorce decree or legal name change document

CODE BOOK INFORMATION *(For CCA, CCS, and CCS-P Exams Only)*

- **Please visit AHIMA's Certification Web site at www.ahima.org/certification prior to your testing date. Click "Exam Name" for information on which versions of the coding books you need to bring to the testing center for the exam.**

SCHEDULING THE EXAM

Test Center Lists
Find the most up-to-date testing center list at www.prometric.com/AHIMA . Select the link and follow the prompts for "Locate a Test Site."

Tips for Scheduling the Exam
- Schedule early to obtain the date and time of your choice.
- Schedule online at www.prometric.com/AHIMA, available 24 hours a day and seven days a week, or call the toll-free number: (800) 813-6779.
- Confirm your appointment date and time at www.prometric.com/AHIMA.

Scheduling the Exam
The easiest method for scheduling the exam is to visit www.prometric.com/AHIMA and follow prompts to "Schedule a Test." The authorization number listed on the ATT is required to complete the scheduling process.

Confirming the Appointment
Appointments can be confirmed online even if originally scheduled via the toll free number. A confirmation number is required. Log on to www.prometric.com/AHIMA and follow the prompts to "Schedule a Test." Select "Exam Confirmation."

Rescheduling or Cancelling an Appointment
Appointments can be rescheduled or cancelled online even if originally scheduled via the toll free number. A confirmation number is required. Log on to www.prometric.com/AHIMA and follow the prompts for "Schedule a Test." Select "Reschedule or Cancel an Exam." A $30 rescheduling and/or cancellation fee will be charged for rescheduling and/or cancelling an exam appointment less than 30 days prior to the appointment. The charge will be assessed at the time of the rescheduling or cancellation. Failure to arrive on the date and time of the appointment, or failure to reschedule by noon (eastern time) at least two (2) business days prior to the appointment, will result in forfeiture of the application fee. To reschedule the exam, reapplication and a new registration fee are required.

*Cancellation, no show, and penalty cancel policies established by your program will apply.

EXAMINATION DAY

- Arrive at the test center at least 30 minutes prior to the scheduled appointment to complete the admission process.
- Present valid IDs.
- Lockers are available for items not allowed in testing areas (examples: phone, purse, keys, watches, drinks, etc.
- Dry erase board and markers are provided by the testing center.
- *Information on specific exam time will be included here*

233 N. Michigan Ave.,21st Fl.
Chicago, IL 60601-5800

phone » (312) 233-1100
fax   » (312) 233-1090
web   » www.ahima.org

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- Additional time will be allowed to complete a brief tutorial and exit survey.

AFTER THE EXAM
- After completing the examination and evaluation, candidates will be asked to report to the test center staff to receive their score report or test completion notice.*
- Candidates who pass the examination will receive a certificate specifying that the credential has been awarded. The certificates will be mailed out within four (4) months of the examination.

* You may receive a test completion notice rather than a score report if immediate scoring is not available for your examination. Please consult AHIMA's Web site (www.ahima.org/certification) for current information on immediate scoring.

SAMPLE

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Source Code: MX715

AHIMA
COC

COMMISSION ON CERTIFICATION