



Continuing Education Requirements for CMTs and CHDSs



Thirty (30) credits are required in each 3-year cycle. At least 26 credits are required from the four **Core Areas** (8 from Clinical Medicine, 8 from Technology & Tools, 4 from Medicolegal Issues, and 6 Professional Development). There is no minimum requirement for CECs earned from the **Optional Area** (Complementary Medicine).

CORE AREAS (REQUIRED)

Credits	Category	Potential Level 2 Content
8	Clinical Medicine (CM)	<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)
8	Technology & Tools (T&T)	<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/analysis • Software analysis and development • Template development (creation of templates and macros) • SNOMED; other emerging technologies in HIM (CAC, NLP, and LOINC) • Microsoft Word, Excel, PowerPoint training, etc. • ICD-10 courses (TW components) • New, advanced, or cutting-edge resources/references • Advanced professional practice standards – (style, standardization, formatting, QA techniques and metrics, proofreading, editing, clinician-created auditing, etc.) • Productivity/efficiency skill-building • Ergonomics and workplace design
4	Medicolegal Issues (ML)	<ul style="list-style-type: none"> • Healthcare record & record management • Risk management issues • Release of Information (ROI) and Birth Registry (BR) • Disease registering and reporting • 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 • Healthcare record content/record requirements & management • Template requirements/risk analysis • Standards development (HL7, Health Story Project, etc.) • ICD-10 courses (ML components)
6	Professional Development (PD)	<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, employment labor laws, etc.) • Industry cross-training (coding, billing, data abstracting, etc.) • Virtual team building (networking, relationship building, communication with peers/etiquette, meet people virtually, mentoring) • Customer service • Education/training concepts (curriculum development, item-writing, pedagogy, virtual instruction, etc.) • ICD-10 courses (PD components)

Credits	Category	Potential Level 2 Content
0	Complementary Medicine (CoM)	<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

Information about non-creditworthy resources and events

- I. **The following sources will not be approved for continuing education credit because they represent *level 1* content – ie, MT/HDS classroom fundamentals, core knowledge, or exam prep content not appropriately challenging for a recredentiaing acute-care CMT or CHDS.**
 - a. Basic MT/HDS training courses.
 - b. 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.
 - c. Healthcare Documentation Specialist (RHDS) exam prep courses.
 - d. Healthcare Documentation Specialist (RHDS) exam prep books, workbooks, and resources.
 - e. Certified Medical Transcriptionist/Healthcare Documentation Specialist (CMT/CHDS) exam prep courses.
 - f. 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 recredentiaing category found on the CEC Requirements Table.**
 - a. 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 recredentiaing CMT/CHDS.
 - b. 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.
 - c. 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 creditworthiness cannot be verified by AHDI.**
 - a. 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.
 - b. 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.
 - c. 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 recredentiaing requirements and resources in the [AHDI Recredentiaing Resource Guide](#).