



Education Program Approval Manual

Summary of Revisions as of November 2012

Organization Structure and ACCP Authority

- AHDI National Leadership Board has oversight over the Approval Committee for Certificate Programs (ACCP)
- ACCP has authority to manage the approval program according to the policies and procedures approved by the Board.
- All ACCP members are required to sign new Confidentiality and Conflict of Interest forms
- ACCP shall be composed of a minimum of 7 members including a chair, who are AHDI Individual Professional members in good standing with a professional background in education.
- All ACCP members are peer reviewers and have voting rights. A 2/3rds vote is required for each schools review status.

Timeline and Fees

- All renewal dates have been transitioned to quarters in place of anniversary dates. The ACCP will continue to hold reviews on a quarterly basis (Mar/Jun/Sep/Dec).
- Administrative fees have been revised to the following:

Approval Administrative Fees (Fees are subject to change)	AHDI Educational Member Fee	Regular Fee
Preliminary Program Assessment	\$100	\$100
Self-Study Application	\$1,700	\$2,000
Annual Report	Included with Self-Study fee	Included with Self-Study fee
Approval and Re-Approval Pending Change Extension	\$100	\$100
Appeal	\$850	\$1,000
Program Renewal (every 3 years & preliminary program assessment not required)	\$1,700	\$2,000

- Policy for timing of payments has been updated to ensure timely payment of fees, which includes that all self-study application fees must be paid in full prior to gaining access to Basecamp to start compiling documentation.



Preliminary Program Assessment

- The Preliminary Program Assessment (PPA) has been revised and still includes what was previously known as the “eight must-haves.”
- The new PPA application requires the program/school to sign a Declaration and Release form (see Appendix C)
- With this application, the program/school must submit proof of existence for a minimum of 18 months prior to application date. Previously, this proof was submitted during the self-study review.

Self-Study Application

- The self-study guide, application, and checklist had significant revisions based on the new AHDI Model Curriculum 5th edition as well as streamlining and reorganizing the areas within the outline.
- The following outlines the 4 categories for review and significant changes within each:
 1. Organizational Structure and Financial Viability
 - a. Updated requirement for Advisory Committee to meet at least 1 time per year and the committee must be comprised of industry and community leaders, and not simply of school or company personnel.
 - b. Removal of proof of existence for 18 months prior which was moved to PPA.
 2. Personnel: Faculty and Administration
 - a. Instructors for healthcare documentation courses must hold a current CMT credential with educational background as defined.
 3. Curriculum and Instruction
 - a. Instruction and Instructor/Student Interaction requirements were updated to streamline the reports required for submission to include sample transcriptions showing feedback by instructor for 4 specialties in the healthcare documentation courses and other representative samples to equal a total of 16 samples from a minimum of 4 students of varying achievement levels.
 - b. Appendix D, E, and F have been updated to help provide programs/schools with a format and examples for content submission.
 - c. Required text and teaching materials were updated to include that all textbooks must be commercially published, as defined in the *Model Curriculum, 5th Edition*. There is no requirement that every course has a commercially published textbook, and it is recognized that not all academic materials must be commercially published materials.
 - d. New competency H8 was added under Medicolegal Aspects of the Healthcare Record “students will understand general documentation concepts related to optimizing reimbursement”.
 4. Operation of Program
 - a. The requirement for awarding diplomas or certificates has been revised. The new policy states that diplomas or certificates must be awarded *only* to



students who have met the criteria for successful completion. Certificates must *not* be awarded for courses or programs not passed.

ACCP Decisions & Approval Status

- The ACCP will vote to make one of the following determinations after review of a Self-Study from a new applicant or renewal:
 - Approved
 - Approved for a 3 year period
 - Approval Pending Change (new applicant)
 - Additional material must be submitted 4 weeks prior to next quarterly review
 - Option for 2 additional paid extensions
 - New applicants receiving Approval Pending Change are not recognized on the AHDI website or in publications until approval is granted.
 - Re-Approval Pending Change (renewals)
 - Additional material must be submitted 4 weeks prior to next quarterly review
 - Option for 1 additional paid extension
 - Renewing applicants receiving Approval Pending Change will continue to be recognized on the AHDI website and in publications until the point they would be official denied approval.
 - Denied Approval
 - Program does not meet *Model Curriculum* and Program Approval Criteria and all available extensions have been used or electively declined.
 - Program has the option to Appeal.

Self-Study Review Rubric

- A new rubric has been created that ACCP reviewers will use when evaluating self-study material. The rubric includes all aspects of the requirements for approval and the reviewers will mark “met” or “not met” for each area reviewed based on the detailed submission within Basecamp.
- The program/school will be given a copy of the rubric along with a letter after the final decision of the ACCP.

Annual Report

- The requirement of an annual report is a new policy within the revised manual. Each program/school will be required to complete and submit Appendix G in the same quarter as their approved through date.
- The detail within the annual reports ensures that the requirements from the self-study are still in place. The outcomes of an annual report review by the ACCP are as follows:
 - Approved
 - Warning
 - Probation
 - Withdrawal of Approval



Appeal Process

- The process for a program/school to Appeal a decision of the ACCP has been defined and outlined in the revised manual.
- Appeal process is handled through the AHDI President who appoints an Appeal Committee consisting of three (3) representatives who have no economic or personal interests or other ties to the Program under appeal that would impede impartiality or neutrality in the review process.
- Program/school must submit the appeal fee and request to the President within 30 days of the program's receipt of the ACCP decision to Deny or Withdraw Approval.

Additional Policies and Procedures

- The revised manual also includes new or revised policies and procedures for the following:
 - Policy for reporting change (outside of the annual report process)
 - ACCP procedure for approval of change
 - Student complaints
 - Publication of approval status by approved program
 - Publication and disclosure of approval status by AHDI

Transition Provision

The Education Program Approval Manual went under revision in 2012 and the following items are policies put into place to allow for the transition from the previous Manual and previous *Model Curriculum, 4th Edition*, to the current 5th Edition.

- All policies contained in this Manual will be effective as of October 2012.
- For all new programs entering into the approval process through an initial Preliminary Program Assessment, the Model Curriculum, 5th Edition, must be implemented effective January 1, 2013.
- For all renewing programs, the Model Curriculum, 5th Edition, must be implemented no later than January 1, 2014. Any Programs renewing or completing an Annual Report in 2013 will be allowed to come under the Model Curriculum 4th or 5th Edition.
- A transition period will be allowed for Programs being reviewed between October 2012 through December 2013 where the updated Self-Study Guide, rubric, and Annual Report will be edited to accommodate for those programs still under the Model Curriculum, 4th Edition.
- The Program Approval Fees will be effective as of the date of this Manual; however, Programs due for an Annual Report in 2013 and 2014 will be required to submit the report but not an additional fee until the full Self-Study Application fee is due as outlined in the payment schedule.