Product Guide
What’s New in the 4th Edition

The 4th edition of the Book of Style & Standards for Clinical Documentation from the Association for Healthcare Documentation Integrity (AHDI) will be available in print and an online version. This widely acclaimed industry standards manual has long been the trusted resource for data capture and documentation standards in healthcare. The 4th edition delivers a streamlined and strategically reorganized flow of critical data, enhanced explanation of standards and practical application, robust examples taken from clinical medicine settings, and so much more.

- Target audience expanded to include all health information management (HIM) professionals, information technologists (IT), and clinicians
- Style rules adapted to speech recognition and electronic health record with in-depth guidance on editing
- Updated to the most current standards with many new and expanded examples throughout
- Expanded content in hematology, oncology, immunology, pathology, microbiology, genetics, and pharmacology
- Updated content covering privacy and security
- Additional frameworks for decision making
- New section on Facility Best Practices
- Updated appendices, including more sample reports, expanded usage glossary of homonyms and sound-alikes, and a new lab reference
- Specific guidance on appropriate use of brief forms, jargon, slang, and neologisms
- Easy-reference classification tables including use of arabic versus roman numerals

APPLICABLE FOR
- HIM Professionals
- Clinicians
- Information Technologists

Coming in Summer 2019!
The Book of Style for Medical Transcription, 3rd Edition

Author: Lea Sims, CHDS, AHDI-F
CECs: 10 MTT

Print Version
Price: $50 Eligible Members/$70 List Price
Order Online

This widely acclaimed industry standards manual has long been the trusted resource for data capture and documentation standards in health care. The 3rd edition of The Book of Style for Medical Transcription delivers a streamlined and strategically reorganized flow of critical data, enhanced explanation of standards and practical application, robust examples taken from clinical medicine settings, and so much more.

Digital Version
180-day License Price: $28 Eligible Members/$39 List Price
1-year License Price: $30 Eligible Members/$49 List Price
Perpetual License Price: $50 Eligible Members/$70 List Price
Order Online

The Book of Style for Medical Transcription, 3rd edition is available in searchable electronic format via online subscription service. VitalSource will deliver it to you via the Internet—to any computer, at any time. Search the table of contents, sections/subsections, or keyword(s) to find an important professional standard right when you need it. You will have the ability to view the book online or to download Bookshelf onto your computer or tablet. You can highlight text and add notes, and then reference them at any time. This is a must-have resource for students, working professionals, and educators.

The Book of Style, 3rd Edition, Workbook

Author: Lea Sims, CHDS, AHDI-F
Price: $35 Eligible Members/$50 List Price
Order Online

This companion workbook to The Book of Style for Medical Transcription, 3rd edition, is designed to work in tandem with The Book of Style. The Workbook contains practical application exercises to assist students, postgraduates, and working MTs with orientation to standards and preparation for AHDI credentialing exams. Purchase of this product includes a 200-page workbook and an interactive audio CD.
Certify Your Expertise

Certification in healthcare documentation makes a difference— to the patients whose care depends on precise documentation, to employers who must hire highly qualified and trusted healthcare documentation specialists, and to yourself for the satisfaction for attaining certification. The four letters that will follow your name will make a powerful statement about the expertise you bring to the table. Ultimately, becoming credentialed will:

- Prepare you for new healthcare documentation positions in the EHR.
- Validate your breadth of knowledge and skills to employers, which may give you access to preferential hiring/employment practices.
- Demonstrate that you are trained and certified in HIPAA compliance.
- Send the message to healthcare delivery that healthcare documentation specialists are an allied health profession with an accountable scope of practice.
- Demonstrate you take initiative and go above the minimum requirements.
- Distinguish you from those without a credential.
- Raise employer’s confidence in you when introducing new technologies or services.
- Keep you marketable in the event of cutbacks or mergers.
- Get your foot in the door as a new graduate.

Registered Healthcare Documentation Specialist (RHDS) - Level 1

The RHDS exam is based on the AHDI Medical Transcriptionist Job Descriptions and the competencies outlined in the AHDI Core Competencies and the AHDI Model Curriculum. The RHDS exam is designed to assess competency in healthcare documentation by determining if a candidate has the core knowledge and skills needed to practice healthcare documentation effectively in today’s healthcare environment.

Who should take this exam?
- HDSs/MTs who are recent graduates of healthcare documentation/medical transcription education programs
- HDSs/MTs with fewer than 2 years’ experience in acute care
- HDSs/MTs working in a single-specialty environment (i.e., private practice, clinic, radiology, pathology, etc)

Certified Healthcare Documentation Specialist (RHDS) - Level 2

The CHDS exam is designed to assess competency in healthcare documentation by determining if a candidate has the core knowledge and skills needed to practice healthcare documentation effectively in a multispecialty acute-care facility, where variable specialties, document types, and difficulty of dictation necessitate an advanced level of clinical knowledge and interpretive ability.

Who should take this exam?
- Registered Healthcare Documentation Specialists (RHDSs) with a minimum of 2 years’ experience in acute-care transcription or multispecialty equivalent.

Order by phone: 800-982-2182
Preparing for the RHDS Exam
Registered Healthcare Documentation Specialist (Level 1)

RMT Exam Guide: A Walk Through the Blue Print
Author: Rebecca McSwain, PhD, CHDS
ISBN: 978-0-935229-60-8
Price: $35 Eligible Members/$50 List Price

Written under AHDI’s new blue print for the Registered Healthcare Documentation Specialist (RHDS) exam, this text provides a structured approach to understanding the cognitive assessment (multiple choice) domains for the exam. It includes a 91-question multiple-choice practice test to assist you with self-assessment and domain analysis.

RMT Exam Audio Objectives
Creator: Lea M. Sims, CHDS, AHDI-F
Price: $25 Eligible Members/$35 List Price

Designed as a companion product to the RMT Exam Guide, this CD helps to evaluate your ability to practically apply your knowledge and diagnostic understanding to the transcription process. The CD focuses on word recognition and appropriate expression, while providing a guide for understanding the blue print objectives and the kinds of excerpts and blanks that best fit each objective.

RMT Exam Guide, Digital Version
180-day License Price: $28 Eligible Members/$30 List Price
1-year License Price: $31 Eligible Members/$35 List Price
Perpetual License Price: $35 Eligible Members/$50 List Price

The RMT Exam Guide is now available in searchable electronic format via online subscription service. Vital Source will deliver the RMT Exam Guide to you online via the Internet—to any computer at any time. Search for keywords, highlight text or sections, add notes and reference them at any time. This is a must-have resource for students, postgraduates, working professionals, or educators who are interested in taking the RHDS credentialing exam.

RHDS Study Course
Price: $35 Eligible Members/$50 List Price

The RHDS Study Course assists in preparing and studying for the AHDI RHDS exam. This 12-week course is delivered online. You will have reading assignments each week along with a PowerPoint presentation and recording. There are quizzes each week to help assess your progress throughout the course.

Visit www.ahdionline.org for complete information and a list of the required textbooks prior to registering. Registration for each month is available the preceding month through the 25th.

Order online: www.ahdionline.org
Preparing for the CHDS Exam
Certified Healthcare Documentation Specialist (Level 2)

CMT Exam Guide: A Walk Through the Blue Print
Authors: Rebecca McSwain, PhD, CHDS; Lea Sims, CHDS, AHDI-F; Kristin Wall, CMT, AHDI-F
Price: $35 Eligible Members/$50 List Price

Designed as a supplemental study guide in preparation for the AHDI Certified Healthcare Documentation Specialist (CHDS) exam, this book provides exam candidates with a “walk through the blue print,” the goal of which is to ensure a clear understanding of the industry’s expectations of competency for a Level 2 candidate.

CMT Exam Audio Objectives
Creator: Lea M. Sims, CHDS, AHDI-F
Price: $25 Eligible Members/$35 List Price

Designed as a companion product to the CMT Exam Guide, this CD helps to evaluate your ability to practically apply your knowledge and diagnostic understanding to the transcription process. The CD focuses on word recognition and appropriate expression, while providing a guide for understanding the blue print objectives and the kinds of excerpts and blanks that best fit each objective. It also includes a section on SRT editing.

CHDS Study Course
Price: $35 Eligible Members/$50 List Price

The CHDS Study Course is a 12-week level 2 preparatory course consisting of weekly reading assignments and exercises along with supplemental quizzes to test your knowledge. Participants will spend time reviewing and understanding the CHDS exam blue prints as well as studying level 2 clinical medicine concepts by specialty, health information technology, and speech recognition technology. The final two weeks of the course will be spent on practicing critical thinking and accuracy as well as applied transcription and editing skills.

Visit www.ahdionline.org for complete information and a list of the required text books prior to registering.
Navigating the EHR

EHR Playbook for Transcription Managers Ebook

Price: $70 Eligible Members/$90 List Price

The EHR is shaking up medical transcription departments around the country. As a manager, supervisor, or small business owner, it’s imperative for you to prepare and learn how to internally and externally market the value of your workforce and services in the digital world. The EHR Playbook for Transcription Managers will guide you through critical steps to quickly become “EHR ready” and provide you with proven tools and cumulative knowledge of those who have already succeeded in the transition to the EHR.

Seasoned experts from AHDI’s Managers/Supervisors Alliance authored this essential guide, which serves up practical advice based on real-world experience and templates you can repurpose for your own organization. The EHR Playbook covers: value-added marketing, quality assurance issues and policies, and future roles for your healthcare documentation workforce. Each section will prep you to address the needs and concerns of your workforce and match those with the requirements set forth by your organization’s administrative leaders.

After reading this ebook, you’ll be armed with the information needed to speak comfortably about quality assurance, to address how healthcare documentation specialists’ expertise can be applied in new ways to optimize documentation workflow and preserve the patient’s story, and to translate the value of your department into a language administrators can understand.

VALUE-ADDED MARKETING
Make sure that those at the top of your company recognize the value added, and costs saved, by employing trained healthcare documentation specialists who can perform and meet industry standards.

QUALITY ASSURANCE
Use these proven tips and techniques to ensure your company is measuring QA effectively. When it comes to the EHR, quality assurance is top-priority.

FUTURE ROLES
Ensure that you and your company are aware of the emerging roles being introduced as technology rapidly advances the healthcare documentation industry and its workers.

Mastering the EHR online course

Price: $100 Eligible Members/$125 List Price

This is a 10-week online course to add essential EHR skills to your knowledge base. Course-takers will have an understanding of the learning outcomes for each chapter, implore skill-building techniques through exercises designed to navigate you through the EHR program, learn about current topics in health care, and develop critical-thinking skills through comprehension of applied concepts of using an EHR and testing those skills through the online exercises and activities provided.

Visit www.ahdionline.org for complete information and the required text book prior to registering.
eSource for Healthcare Documentation Instructors: A Vital Resource for Users of the AHDI Model Curriculum (Ebook)

Price: $50 Eligible Members/$70 List Price

Order Online

This resource was created by educators who understand the challenges of finding new ways to teach the material in the model curriculum. This compilation of resources was created to assist instructors with teaching courses that follow the AHDI Model Curriculum for Healthcare Documentation (5th Edition). Included in this resource are teaching tips and ideas for every objective in the curriculum, sample discussion questions, and many more resources to help make your job as an instructor easier!

Model Curriculum for Healthcare Documentation, 5th Edition
The Model Curriculum for Healthcare Documentation incorporates a competencies profile for healthcare documentation into an educational program outline. The 5th Edition was released on August 1, 2012, and may be downloaded from the AHDI website, www.ahdionline.org (PDF).

Education Program Approval
AHDI education program approval was created to encourage adoption of AHDI’s Model Curriculum, maintain sound educational programming, produce competent entry-level healthcare documentation specialists, and assure consistency and high-quality outcomes for healthcare documentation education. Programs must comply with specific educational and institutional criteria as established by AHDI’s Approval Committee for Certificate Programs (ACCP). There is no formal accreditation process for healthcare documentation programs; however, AHDI program approval is regarded by industry employers as an emerging benchmark for job-ready workforce candidates.

Visit www.ahdionline.org for a list of approved programs and information on the education program approval process.
A Career in Medical Transcription (Ebook)
Price: $15 Eligible Members/$25 List Price

This invaluable resource can help guide you through the early decisions for stepping into the dynamic profession of healthcare documentation. How to find a school, what equipment you will need, and what you have to know are all topics addressed, along with many others, in this electronic resource, written by MTs with extensive experience in medical transcription and medical transcription education.

Getting Your Foot In the Door: Two Years’ Experience Not Required (Ebook)
Price: $15 Eligible Members/$25 List Price

This ebook is dedicated to providing students and post-graduates the tools and knowledge to position themselves and open up the doors of opportunity without “two years of experience.” Including topics critical to success, such as facts on experience requirements, resume writing, interviewing, self-assessment, pre-employment testing, professional development, and setting up a home workstation and resource library, this ebook will be one of the most important resources in your library!

Compliance

HIPAA Compliance Guide and Quick Reference Ebook—
2nd Edition (Released June 1, 2017)
Author: Susan Lucci, RHIA, CHPS, CHDS, AHDI-F
CECs: 3 ML
Price: $25 Eligible Members/$35 List Price

AHDI’s HIPAA Compliance Guide and HIPAA Compliance Quick Reference checklist have been updated to include the latest standards and regulations information. New to this guide is content about cybercrime—including hacking and ransomware—along with good practice solutions. This guide spells out the steps of HIPAA compliance in easy-to-understand language. It outlines the role of covered entities and business associates as well as the compliance expectations of each to include the process of risk analysis and the risks and penalties of noncompliance. Numerous resources and examples to accomplish compliance quickly are provided. Fines for noncompliance are the highest to date, so this guide is a must-have for independent contractors and small businesses to avoid potential loss of business, large penalties, or ending up on HHS’s “Wall of Shame.”

After you check out using the shopping cart, you will receive an email with a link to download the file.
CEC Bundle Ebooks
Price: $25 Eligible Members/$35 List Price each  Order Online

These power-packs of creditworthy information and accompanying quizzes will assist the credentialed MT in earning CECs. Each bundle is a zipped file of 2 articles, 2 quizzes, and 1 crossword puzzle in .pdf format.
Choose between:
- Clinical Medicine CEC Bundle (Released Nov. 2017)
- Medicolegal CEC Bundle (Updated in 2017)
- Technology and the Workplace CEC Bundle (Released in 2016)
- MT Tools CEC Bundle (Released in 2016)

Willie Getwell Ebook
CECs: 10 MTT  Order Online
Clearance Price: $15 Eligible Members/$25 List Price

The proofreading exercises that were a regular feature in JAAMT have now been compiled, along with many new ones, into this proofreading and editing product. With 40 transcribed and speech-recognized drafts, this is designed to enhance your skills in the area of editing and error recognition.

Educational CD Bundle
CECs: 10 MTT (Willie Getwell)  Order Online
Clearance Price: $60 Eligible Members/$75 List Price

This bundle includes four educational CDs: Mega MT Challenge I & II; CMT Prep Quizzes, Vol. 1; and the editing tool Willie Getwell! Whether you’re purchasing for self-study, classroom quizzing, or quality assessment on your team, this bundle suits all needs for continuing education.
Medical Specialties Online Training

AHDI has partnered with OAK Horizons to offer a number of specialty modules for exam preparation and continuing education. This is an opportunity for the professional healthcare documentation specialist to increase knowledge and skills, improve quality and production, and learn timesaving research techniques.

**Level 1 courses** are great resources to prepare yourself for the AHDI Registered Healthcare Documentation Specialist (RHDS) exam. These courses will also benefit a healthcare documentation specialist that has been out of the industry for a year or more and looking to re-enter the field.

**Level 2 courses** are geared toward advanced level healthcare documentation specialists, Certified Healthcare Documentation Specialist (CHDSs), or Certified Medical Transcriptionists (CMTs) looking to further their education by increasing their knowledge and improving production. Upon successful completion of each level 2 course CMTs

### Level 1 Courses
- Cardiology
- Dermatology
- Endocrinology
- English Essentials for MTs
- Female Reproductive
- Gastroenterology
- Geriatrics and Pediatrics
- GU and Male Reproductive
- Hematology and Lymphatic Systems
- Neurology
- Oncology and Pathology
- Ophthalmology, Audiology, and Special Senses
- Orthopedics
- Psychiatry
- Radiology
- Respiratory
- Surgery
- Understanding and Caring for Personal Computers
- Web Use Resources and Productivity
- Word Building and Terminology

**Level 2 Courses**
- Infectious Disease and Emergency Medicine (CECs: 4 CM, 3 TW, and 3 MTT)
- Genetics (CECs 10 CM)
- Using Microsoft Word to Enhance Efficiency and Production (CECs: 5 TW and 5 MTT)

**Level 1 courses**
Price: $50 Eligible Members/$70 List Price

**Level 2 courses**
Price: $65 Eligible Members/$85 List Price

Order online: www.ahdionline.org
Clearance Items

CMT Prep Quizzes CDs Vol. 1 - 3

**Clearance Price:** $20 Eligible Members/$30 List Price each  
Order Online

Each CD contains 240 questions, answers and descriptions as found in the 2005 - 2010 issues of *Plexus* magazine. These interactive CDs allow you to take the quiz on screen, view the answers and descriptions, and print a score sheet at the end of each quiz. In addition to great Level 2 prep questions, these products will give CHDS candidates practice with on-screen test taking. Choose between:

- CMT Prep Quizzes, Vol. 1 - CD (Includes questions from 2005 - 2006 issues of *Plexus* magazine.)
- CMT Prep Quizzes, Vol. 2 - CD (Includes questions from 2007 - 2008 issues of *Plexus* magazine.)
- CMT Prep Quizzes, Vol. 3 - CD (Includes questions from 2009 - 2010 issues of *Plexus* magazine plus three quizzes not previously published.)

Mega Challenge CDs Vol. I & II

**Clearance Price:** $20 Eligible Members/$30 List Price each  
Order Online

Each of these CDs contain hundreds of questions related to the practice of medical transcription. Questions cover an array of medical specialties including medical terminology, English fundamentals, pharmacology, and so much more. A broad variety of question formats (including multiple-choice, true/false, circle one, fill in the blank, etc.) are designed to fully test the wealth of knowledge essential to the practice of transcription. Created by Brenda Hurley, CMT, AHDI-F.

Advocacy T-shirts

**Clearance Price:** $5 Eligible Members/$10 List Price each  
Order Online

Our public awareness t-shirts educate the public on the importance of reading their own health record for errors and encourage them to visit www.YourRecordSpeaks.org, where they will find out more about the importance of their health record. If you really want to make a statement, get a group of people together, wearing your advocacy t-shirts, and have your own walking public awareness announcement!

2018 “Making a WORLD of Difference”  
2017 “The Best PATH”  
2016 “Precision Matters”  
2015 “Brought to Life”
Conference Recordings

2018 Annual Conference Session Recordings (Digital Downloads)

Price (single purchase) : $15 Eligible Members/$25 List Price
Price (bundle option) : $45 Eligible Members/$75 List Price

From the 2018 Healthcare Documentation Integrity Conference (HDIC), this bundle features three sessions (one-hour each) plus one bonus 30-minute session, for a total of 3.5 CECs. Purchase the session recordings to download and watch at your convenience on your computer or mobile device.

After your purchase, you will receive an email with instructions on how to access your recordings.

2014 Annual Conference Session Recordings (Digital Downloads)

Price: $129 Eligible Members/$149 List Price

AHDI’s 2014 Healthcare Documentation Integrity Conference featured three days of continuing education sessions taught by leading experts in clinical medicine, industry and technology trends, healthcare documentation, and workforce development. Purchase the session recordings to download and watch at your convenience on your computer or mobile device.

After your purchase, you will receive an email with instructions on how to access your recordings.

2013 Annual Conference Session Recordings (Digital Downloads)

Clearance Price: $90 Eligible Members/$110 List Price

The 2013 session recordings are digital downloads. You will enjoy quick access to recorded webinars with the speaker’s presentation slides and audio recording. Visit the AHDI website for the list of sessions available in the full set and single days.

2011 Annual Conference Session Recordings (DVD Boxed Set)

DVD Set Clearance Price: $99 Eligible Members/$129 List Price

Catch everything from ACE 2011 with this great 8-disc DVD boxed set. This set delivers over 30 CECs’ worth of noteworthy material including fantastic educational sessions, keynotes, The Great Debate, and bonus material. Visit the AHDI website for a complete list of sessions included.
Collector Lapel Pins

Logo and Credential Lapel Pins
Price: $10.00 Eligible Members/$15.00 List Price

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- RHDS Lapel Pin
- CHDS Lapel Pin

Annual Conference Lapel Pins
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- 2015 Conference Pin
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### Eligible Member Pricing

Eligible member pricing is for AHDI Individual Professional, Student, Post-graduate, Sustaining, Educational, and Corporate members. Learn more about joining AHDI at www.ahdionline.org.

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AHDI accepts Visa, Master Card, American Express, Discover, checks, and purchase orders (see below for information). Products can be purchased online at www.ahdionline.org or by calling 800-982-2182. Products can also be purchased by filling out the enclosed order form and faxing it to 209-527-9633 or mailing it, with payment, to AHDI, 4120 Dale Road, #J8-233, Modesto, CA 95356.

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Please contact AHDI for any of the following:
- Inventory orders totaling more than $200
- Expedited shipping options
- Shipments outside of the United States

Sales Tax
AHDI is obligated to pay sales and use tax in California on purchases subject to sales tax per the California tax laws. California sales tax is included in the price of the product for any purchases within California.

Return Policy
All purchases are final. AHDI does not accept returned items due to overstock and gives no refunds, although defective materials are replaced immediately free of charge. We provide comprehensive information in print and online about our products, and also offer consultations by email or phone prior to purchase. Defective materials will be replaced if returned to AHDI in good condition within 15 days of receipt. Prior authorization must be obtained by AHDI before a return is made.

Bulk Discounts
Bulk discounts are available on eligible products for orders over 50 and are available online. For estimates and a list of products, contact us at ahdi@ahdionline.org.

Book Stores
AHDI offers 10% off the list rate for book stores. Please call or fax order to receive discount.

Purchase Orders
Purchase orders are accepted by fax, mail, and email (.pdf). Purchase order number must be included with order form. Individual membership discounts do not apply for PO purchases.

Ebooks
Once your order has been processed, you will receive an email with instructions on how to access your ebook.
AHDI will provide you with the support, resources, and tools needed for professional growth and advancement in healthcare documentation. AHDI will assist you by:

**Illustrating your critical role in patient care and safety.**
- An organizational-wide effort to market healthcare documentation specialists to key stakeholders.
- A national campaign, Your Record Speaks, to educate the public on why the work you do matters.
- Workforce development initiatives to secure roles for healthcare documentation professionals in the EHR.
- A movement to recognize the value of healthcare documentation specialists.

**Propelling your continuing education.**
- 24/7 access to recorded sessions in AHDI’s Online Learning Library.
- Continuing education with access to credit-worthy articles, webinars, and online courses.
- Shared learning with fellow members through AHDI’s special interest group alliances.
- Credentialing to set yourself apart from the rest.

**Improving your technology skills.**
- Webinars focusing on building your core competencies in technology tools.
- Educational sessions led by thought leaders on the latest technological advancements in healthcare.
- Vendors who will share information on new tools and technology.
- An online archive of past issues of *Matrix*, with a bounty of technology-related articles.

**Answering your most challenging questions.**
- Submit your professional practice questions through the online forum for expert guidance.
- Read articles in *Plexus* and access the full online archive of past issues.
- Post questions on AHDI forums for quick feedback from your peers.

**Connecting you and your peers.**
- Email with members in your area of interest through virtual alliances.
- Network with fellow members in your local chapter or state/regional association.
- Volunteer with AHDI to contribute to your association’s mission.