

Continuing Education Requirements for RHDs



Twenty (20) credits are required in each 3-year cycle. At least 18 credits are required from the four **Core Areas** (6 from Clinical Medicine, 6 from Technology & Tools, 2 from Medicolegal Issues, and 4 Professional Development). There is no minimum requirement for CECs earned from the **Optional Area** (Complementary Medicine).

CORE AREAS (REQUIRED)

<i>Credits</i>	<i>Category</i>	<i>Potential Level 1 and 2 Content</i>
6	Clinical Medicine (CM)	<ul style="list-style-type: none"> • Intermediate or advanced clinical medicine and diagnostics • Intermediate or advanced human anatomy & physiology (college-credit equivalent) • Surgical intervention – procedures, instruments, and techniques • New, intermediate to advanced, or cutting-edge pharmacologic intervention/treatment • Intermediate or advanced laboratory concepts - chemistry, microbiology, genetics, histology, cytology • New, intermediate to advanced, or cutting-edge imaging/diagnostic studies • New, intermediate to 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)
6	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, intermediate to 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
2	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)
4	Professional Development (PD)	<ul style="list-style-type: none"> • Leadership development (people or team/project management, conflict resolution, 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)

OPTIONAL AREA

Credits	Category	Potential Level 1 and 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 content (ie, MT/HDS classroom fundamentals, core knowledge, or exam prep content) not appropriately challenging for a recredentiaing RHDS.**
- 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 RHDS recredentiaing category found on the RHDS CEC Requirements Table (above).**
- 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 RHDS.
 - 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 creditworthiness 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](#).