



April 17, 2020

## **IMPORTANT—New RHDS Recertification Policy Change**

### **ATTN: Registered Healthcare Documentation Specialists (RHDSs)**

The mission of the Credentialing Commission for Healthcare Documentation (CCHD) is to serve the healthcare documentation industry through developing, deploying, and maintaining AHDI's credentialing examination(s), credentialing program policies, and all policies related to recertification and continuing education requirements.

To support the changing technology and new roles that healthcare documentation specialists have been assuming over the past decade, the CCHD has changed the recertification policy to allow RHDSs to earn continuing education credits to recertify in lieu of taking the RHDS Recertification Course, thus giving RHDSs the opportunity to earn and participate in continuing education over the course of their 3-year cycle.

#### ***New policy***

Beginning January 1, 2022, all RHDSs will recertify their credential by earning a minimum of 20 continuing education credits (CECs) in lieu of completing an online recertification course. At least 18 CECs must be obtained in the core areas of Clinical Medicine, Technology and Tools, Professional Development, and Medicolegal Issues. The remaining 2 required CECs may be obtained in any of the core areas named above or in the optional area of Complementary Medicine.

#### ***Transition Plan***

RHDSs whose credential expires between May 1, 2020, and December 31, 2021, may choose one of the two options below to recertify prior to the expiration date of their credential:

##### **OPTION 1: Take the RHDS Recertification Course**

Recertify by purchasing and completing the current RHDS Recertification Course and passing the final exam prior to the expiration date of your credential.

RHDSs can take the RHDS Recertification Course any month after receiving their 6-month renewal reminder but must complete and pass the course before your credential expires. If an RHDS does not pass, they can take the course one additional time. For more information or to register for the Recertification Course, please review the [RHDS Recertification Course information](#).

##### **OPTION 2: Earn 20 Continuing Education Credits**

Recertify by earning 20 CECs and paying a recertification fee. Eighteen credits must be earned in the core areas of Clinical Medicine (6), Technology and Tools (6), Professional Development (4), and Medicolegal Issues (2). The remaining 2 required CECs may be obtained in any of the core areas stated above or the optional area of Complementary Medicine. All 20 credits must be completed prior to the expiration date of the credential. Download the [RHDS CEC Requirements Table](#).

RHDSs recertifying by turning in 20 CECs prior to the expiration date may submit their completed [RHDS Summary Form](#) and the recertification fee to AHDI up to 3 months prior to but no later than the expiration date of their credential.

**Be sure to download the [RHDS Recertification Handbook](#) for complete recertification requirements, policies, and guidance.**

If you have any questions about these changes or need clarification as to the credit-worthiness of a particular product, session, article, or course, please contact the Credentialing Department by phone at 800-982-2182 or by email at [credentialing@ahdionline.org](mailto:credentialing@ahdionline.org).

Sincerely,

Susan Dooley, MHA CMT, AHDI-F  
Credentialing Commission of Healthcare Documentation, Chair (2019-2020)