

A Guide for Chapters

Purpose

Certificants who hold the CAHIMSSM or CPHIMSSM certification are required to renew every three years by accruing 45 hours of continuing education. This is a great benefit that you can offer members!

CE Approval

As a **HIMSS Chapter** you are **pre-approved** to provide CE hours for HIMSS certifications! You do not have to submit any paperwork to the HIMSS Professional Development team.

FAQs

Are there any guidelines for providing educational content to our members?

Education sessions should be related to the health information and technology profession, and may include topics as noted below, or others:

- Technical updates (e.g., state of HIE, new methods of data storage, how to manage mobile device use)
- Case studies
- Panel presentations
- Professional development for health information and technology professionals

Each session should have a title, defined learning objectives that are aligned to Bloom's Taxonomy found [here](#), and a session description. It is imperative that education sessions are free of commercial bias.

What parts of my program count for CE hours?

Introductory remarks, keynote and plenary sessions, roundtable discussions, panels, breakout sessions and Q&A sessions are all eligible toward continuing education. In addition, webinars both live and recorded, are also eligible for continuing education.

Programming that is not eligible for HIMSS continuing education assignment includes time on the exhibition floor, vendor or product specific presentations, or networking time.

How do I calculate CE hours?

1 hour of classroom time = 1 hour of CE. Divide the minutes spent in the classroom by 60 and round down to the nearest quarter of an hour.

Examples:

- 30 minute session = 0.50 CE
- 45 minute session = 0.75 CE
- 50 minute session = 0.75 CE
- 90 minute session = 1.50 CE

Am I required to provide attendee lists to HIMSS or proof of attendance to my participants?

No. The burden of documentation of CE hours falls on credential holders wishing to renew their certification. However, providing a tracking sheet or attendance certificate to your attendees is a nice service to provide. A template has been provided to the Chapters in the Workforce Resources area.

How do certificants track their continuing education?

Certificants track their hours through their account on the HIMSS.org website. After logging in certificants are able to access their training transcript through the "Certifications" widget on the main dashboard or by accessing it from the top menu under My Involvement>Certifications. To add CEs click on "Edit" in the "Recertification CE Hours" section. Click on "Add New Transcript". Fill out all details and click on "Save". More information regarding this process can be found [here](#).

How do I advertise that our programs are approved for CE Hours?

When you are beginning to plan an event, but don't have the agenda finalized, you may use the following language:

"This program is provisionally approved for continuing education (CE) hours for use in fulfilling the continuing education requirements of the Certified Professional in Healthcare Information & Management Systems (CPHIMS)SM and the Certified Associate in Healthcare Information & Management Systems (CAHIMS)SM."

After you are able to calculate the total CE hours, we recommend using the following language:

"This program is approved for up to X.X continuing education (CE) hours for use in fulfilling the continuing education requirements of the Certified Professional in Healthcare Information & Management Systems (CPHIMS)SM and the Certified Associate in Healthcare Information & Management Systems (CAHIMS)SM."

What about CE credits for other certifications?

All credentialing bodies have their own system for approving continuing education. Participation in the CPHIMS/CAHIMS Continuing Education program does NOT confer approval for any other certifications.

Non-HIMSS Certifications

If your chapter is interested in offering continuing education credits for additional certifications, there are a few ways to coordinate:

- Offering CE under the auspices of an organization (hospital, university, etc.).
- Contract directly with a CE vendor (HIMSS uses Partner for Advancing Clinical Education (PACE)). There is a cost associated with this service. Information below.
- Self-reporting

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