



Certified Professional in Healthcare Information and Management Systems (CPHIMS) Renewal Requirements and Application

Update May 04, 2011

Purpose

The CPHIMS renewal program ensures that certified professionals demonstrate ongoing competence in the content areas in which they are certified through maintenance activities. For the purposes of renewal, the CPHIMS Technical Committee further defines maintenance activities as follows:

Completion of educational programs that provide updated training and skills to allow continued competence in healthcare information and management systems by earning the required number of continuing education (CE) hours in any of the CPHIMS content domains.

CPHIMS – You’re making Your Mark!

CPHIMS Practitioner Definition

Healthcare information and management systems professionals facilitate the improvement of business practices using technology to support information management in and across healthcare settings, aligned with strategic objectives. These professionals may participate:

- in planning, operations, and optimization of resources and business processes.
- in the analysis, design, development, selection, testing, evaluation, improvement, and implementation of systems.
- as in-house or external consultants for information and management systems topics.
- in the development and administration of fiscal, technical, regulatory, and human resources policies and procedures related to healthcare information and management systems.

Maintaining Your CPHIMS Credential Means:

- Demonstrating commitment to your professional area of expertise, a dedication to quality healthcare, and a need to establish high standards in managing healthcare information and management systems.
- Offering ongoing value to your profession and employer through continuation of your personal education, allowing you to maintain your expertise and contribute at the highest levels.
- Having an edge over non-certified professionals. CPHIMS signifies experience and knowledge, and validates professional competence for employers, consumers, and yourself.

Why Renew?

- Return on investment from the high value of being a CPHIMS
- Professional prestige helps you remain competitive in a tough job market
- Demonstration of your ongoing commitment and competence in healthcare information and management systems
- Networking opportunities with your peers who share your level of expertise
- Continue to use your certification credentials – without renewal, you must cease to use your CPHIMS credential after your expiration date



Renewal Cycle

Renewal must be completed every three (3) years to maintain your CPHIMS or CPHIMS-CA certification. Please turn in your renewal application at least eight (8) weeks before the expiration date on your certificate to allow time for your application to be processed before your certification expires.

For **CPHIMS**, you are required to obtain 45 CE during your renewal cycle.

- A minimum of 25 of the 45 CE must be obtained from HIMSS or HIMSS-Approved Provider activities.

For **CPHIMS-CA**, you are required to obtain 60 CE during your renewal cycle.

- 45 CE as described above for the CPHIMS credential
- An additional 15 CE are required specific to Canadian healthcare information and management systems
 - A minimum of 10 of the 15 additional CE must be obtained from COACH: Canada’s Health Informatics Association activities.

Credential	Total Number of CE Required	HIMSS or HIMSS-Approved Provider	COACH	Other Provider
CPHIMS	45 CE	Minimum of 25		Maximum of 20
CPHIMS-CA	60 CE	Minimum of 25	Minimum of 10	Maximum of 25

Renewal Process

The renewal cycle for CPHIMS is every three (3) years, with expiration on the last day of the month in which your certification expires. Renewal may be achieved through either participation in continuing professional education activities or through re-taking and passing the CPHIMS Exam and Canadian Supplement when applicable. *Individuals who have earned the CPHIMS-CA will maintain their renewal cycle based on successful achievement of the CPHIMS credential.*

To Renew Through Continuing Professional Education You Must:

- Obtain the required number of CE during your renewal cycle by participating in professional education activities.
- Document and maintain a file of your activity (for auditing purposes only).
- Report your CE to HIMSS and ensure your renewal fee is paid by your expiration date.

Qualifying Continuing Education Activities and Calculation of CE

Continuing Education Content

CE must be earned within your renewal cycle and must be relevant to the healthcare information and management systems field as presented in the CPHIMS Content Outline to be eligible for continuing education credit. For CPHIMS-CA holders, the additional portion of CE required must be relevant to the field as presented in the Canadian Supplement Content Outline.

Calculation of CE

Calculation of CE is based upon clock hours. One (1) CE hour is awarded for each 60 minutes of attendance or participation. Fractional parts of an hour in duration will be considered for partial credit hours. The calculation



is defined as the number of minutes engaged in educational activity divided by 60. Common equivalencies are provided in the table below.

Minutes of Education	Eligible CEs
30 minutes	0.5 CE hour
60 minutes	1.0 CE hour
90 minutes	1.5 CE hour
120 minutes	2.0 CE hour

Continuing Education Activities

Category 1: Continuing Education Hours

Participation in educational programs on topics relevant to healthcare information and management systems.

1 CE hour for each 60 minutes of participation

View the full list of pre-approved continuing education programs at

http://www.himss.org/ASP/certification_cphimsCEU.asp

1. Educational portions of HIMSS/COACH meetings (i.e., international, national, state, provincial, local, or regional meetings)
2. Educational portions of programs sponsored by related organizations on topics that maintain, update, or enhance knowledge and/or skills relevant to the healthcare information and management systems profession.

Category 1 Audit: If your renewal application is selected for an audit, you will be required to submit supporting documents such as a copy of the completion certificate(s) showing the date(s), title, number of continuing education hours, sponsoring organization, etc. In addition, you may be required to provide evidence of the applicability of the activity to CPHIMS or CPHIMS-CA.

Category 2: Academic Credits

Participation in formal educational programs of study that address relevant healthcare information and management systems subject areas.

1. Post-secondary courses attended for credit, including guided independent study and regular college or university courses. Courses taken in pursuit of healthcare information and management systems relevant baccalaureate, masters, or doctorate degrees are included. All coursework and final exams must be completed by your renewal cycle end date.
5 CE hours for each academic credit
2. Audit of academic courses or relevant non-credit adult education courses, including attendance at a college or university course with permission and following regulations, without completing necessary requirements for full formal credit. Course must be completed by your renewal cycle end date.
3 CE hours for each academic credit

Category 2 Audit: If your renewal application is selected for an audit, you will be required to submit supporting documents such as transcript(s) showing the number of academic credits, sponsoring organization, etc. In



addition, you may be required to provide evidence of the applicability of the course content to your CPHIMS or CPHIMS-CA.

Category 3: Presentations

Presentation of material relevant to healthcare information and management systems professionals. Presentations are defined as the development of an original work delivered to an audience.

1. Speaker at an educational program
1 CE hour for each 15 minutes of podium time
2. Panel participant at an educational program
1 CE hour for each 60 minutes of podium time
3. Guest lecturer for a college/university course
1 CE hour for each 15 minutes of podium time
4. Primary author of content related to healthcare information and management systems utilized in e-learning and/or other media presentations.
1 CE hour for each 15 minutes of presentation time

Category 3 Audit: If your renewal application is selected for an audit, you will be required to submit supporting documents such as a copy of the presentation outline, abstract, letter accepting your abstract, or a letter inviting you to speak, and evidence that you actually presented the topic e.g., thank you letter on official letterhead.

Category 4: Publications

Publication is defined as the development of an original work, relevant to the healthcare information and management systems profession, reproduced by written or electronic means for general dissemination to the public (unless required as part of work responsibilities).

1. Book related to healthcare information and management systems. You must be the author or co-author.
20 CE hours
2. Book chapter related to healthcare information and management systems. You must be the author or co-author.
15 CE hours
3. Article published in a peer-reviewed journal related to healthcare information and management systems. You must be the author or co-author.
5 CE hours
4. Article published in a professional newsletter.
3 CE hours



Category 4 Audit: If your renewal application is selected for an audit, you will be required to submit supporting documents such as a copy of the table of contents or other applicable content with the title, publication date and your name.

Category 5: Professional Service

Complete one (1) or more years of volunteer service during your renewal cycle with an international, national, state, provincial or local related professional organization/society. Accepted volunteer activities include boards of directors, committees, work groups, task forces, and review boards (unless required as part of work responsibilities).

5 CE hours for each year of service

Category 5 Audit: If your renewal application is selected for an audit, you must submit the official description of your volunteer duties, a detailed description of 500 words or less, describing the impact of this service on your ability to obtain new knowledge in healthcare information and management systems. In addition, you will be required to provide supporting documentation of your volunteer service: e.g., copy of the official letter or other documents from the organization attesting to your service and the dates of the service.

Category 6: Item Writing

Item writing for the CPHIMS or CA Exams

CE hours pre-determined by HIMSS or COACH respectively.

Category 6 Audit: If your renewal application is selected for an audit, you must submit the official letter from HIMSS or COACH acknowledging your participation and the number of CE hours earned and the date earned.

Non-Qualifying Continuing Education Activities

Examples of activities that do not qualify for CE hours are as follows. The list is illustrative and not intended to be all-inclusive. Responsibilities that fall within the normal parameters of an individual's job description, including, but not limited to, the following:

- staff meetings;
- grand rounds;
- preparation for and/or participation in accreditation and licensure surveys;
- preparation of procedure, policy, or administrative manuals;
- conducting tours;
- participation in career day activities;
- development of employee and staff training materials
- Published materials and/or presentations developed as a direct part of an individual's employment
- Instructing or teaching a class
- Summarizing articles, audiotapes, or video

Reporting Your CE Hours

To renew your certification, you can report your CE hours and pay the renewal fee by email, fax, or mail

Email to: certification@himss.org

Fax to: (312) 915-9209 **Mail to:** HIMSS

6923 Eagle Way
Chicago, IL 60678-1692



When to Report

You may report your CE hours to HIMSS as early as six (6) months prior to your renewal cycle end date. Failure to report your CE hours by your renewal date will revoke your CPHIMS status.

Renewal Fee:

HIMSS Member Fee - \$175 Non-Member Fee - \$250

Reinstatement of Credential

Individuals whose credential has been revoked or expired may only be reinstated through re-taking and passing the CPHIMS exam.

Audits

A percentage of renewal applications are randomly selected for audit. Individuals selected for audits will be notified in writing and are required to submit verifiable audit documentation as described for each of the six categories of professional development activities.

If audited, you will be required to provide documented proof of all CE activity reported on the CPHIMS and CPHIMS-CA Reporting Form to HIMSS within thirty (30) days of notification. If you are unable to provide documented proof within thirty (30) days, your certification will be considered revoked.

If all documents are complete and the appropriate number of CE hours is accounted, you will be notified that your renewal is valid and will be issued an updated certificate within six (6) weeks. If it is determined that some CE hours are not applicable, HIMSS may allow additional time for you to submit or earn additional replacement CE hours.

Waiver of Continuing Education Requirements

The CPHIMS Technical Committee may for good cause waive or reduce the CE requirement. Individuals may request a temporary waiver by submitting a written request to the CPHIMS Technical Committee for consideration. A Temporary Waiver may waive or reduce your renewal requirement due to extenuating circumstances and/or hardships (for example, financial hardship, illness, unforeseen circumstances, and natural catastrophes).

Extensions

The CPHIMS Technical Committee may grant an extension of time to complete the number of CE hours required for a renewal cycle. An extension of time shall not relieve the individual of the responsibility for completion of the CE requirements. Individuals may request an extension by submitting a written request to the CPHIMS Technical Committee for consideration.

Requests for waivers or extensions should be sent to: HIMSS, c/o Manager, Certification, 230 E. Ohio St. Ste. 500, Chicago, IL 60611 or email your request to certification@himss.org.

Requests for waivers or extensions must be made no less than 3 months prior to your scheduled renewal date.



Frequently Asked Questions

How can I earn CE hours?

HIMSS offers many opportunities to earn CE hours through conferences, meetings, audio and web seminars, distance learning courses, and other activities that qualify for CE hours. For additional information on these opportunities, please visit <http://www.himss.org/ASP/educationHome.asp>

Can I use CE hours earned through organizations other than HIMSS?

Yes. The CPHIMS Technical Committee accepts CE hours earned through other organizations provided they qualify as valid CE activities and are relevant to healthcare information and management systems.

HIMSS Approved Providers

Alliance for Nursing Informatics (ANI)	College of Healthcare Information Management Executives (CHIME)
American Academy of Pediatrics	Drug Information Association (DIA)
American Association of Healthcare Administrative Management (AAHAM)	Health Level Seven (HL7)
American Board of Quality Assurance and Utilization Review Physicians (ABQURP)	Healthcare Financial Management Association (HFMA)
American College of Cardiology (ACC)	HIMSS EHR Association (EHRA)
American College of Chest Physicians	IEEE Engineering in Medicine & Biology Society (IEEE EMBS)
American College of Clinical Engineering (ACCE)	Information Systems Audit and Control Association (ISACA)
American College of Healthcare Executives (ACHE)	Information Technology Association of Canada (ITAC)
American College of Physician Executives (ACPE)	Institute for e-Health Policy
American Health Information Management Association (AHIMA)	Institute for Safe Medication Practices (ISMP)
American Hospital Association (AHA)	Integrating the Healthcare Enterprise (IHE)
American Medical Informatics Association (AMIA)	International Information Systems Security Certification Consortium (ISC) ²
American Nurses Association (ANA)	International Medical Informatics Association (IMIA)
American Organization of Nurse Executives (AONE)	Kantara Initiative
American Society of Health System Pharmacists (ASHP)	Medical Group Management Association (MGMA)
Association for the Advancement of Medical Instrumentation (AAMI)	Medical Transcription Industry Association (MTIA)
Association of Medical Directors of Information Systems (AMDIS)	Project Management Institute (PMI)
Association of University Programs in Health Administration (AUPHA)	Radiological Society of North America (RSNA)
COACH: Canada's Health Informatics Association	RFID in Healthcare Consortium
	Scottsdale Institute
	Society for Health Systems (SHS)
	U.S. Department of Defense (DoD)
	Workgroup for Electronic Data Interchange (WEDI)

Can I earn CE hours by earning another certification?

No. At this time, the CPHIMS Technical Committee has not designated this as an applicable CE activity.

How can I find out how many CE hours I have earned so far?

Individuals must track their own CE hours earned during a renewal cycle. HIMSS does not provide an online, electronic tracking system.

What should I do with my CE documentation?

HIMSS does not require you to submit your CE documentation at the time of renewal. You should not submit any paperwork, other than your renewal application and the accompanying fee. Please save all CE documentation until you are either a) sent your new certificate or b) contacted for an audit. From the time you submitted your renewal, please allow six (6) to eight (8) weeks to be notified.



Do CE hours carry over from one renewal period to another?

No. You can only report CE hours earned during your current renewal cycle.

What if I do not have enough CE hours to renew and maintain my certification?

If you do not report the required CE hours by the end of your renewal cycle, your credential will be revoked. The CPHIMS Technical Committee provides the opportunity to request a temporary waiver or extension as described above.

What happens if I do not renew?

If you fail to renew, your certification will be revoked. Once your certification is revoked, you are no longer certified and your certification can only be reinstated by re-taking and passing the CPHIMS exam.

What is the audit process?

In order to ensure high standards of competency and continuing education, HIMSS will conduct random audits. A random selection of renewal applications will be sampled to participate in an audit.

If audited, you will be required to provide documented proof of all CE activity reported on the CPHIMS and CPHIMS-CA Reporting Form to HIMSS within thirty (30) days of notification. If you are unable to provide documented proof within thirty (30) days, your certification will be considered revoked.

If all documents are complete and the appropriate number of CE hours is accounted, you will be notified that your renewal is valid and will be issued an updated certificate within six (6) weeks. If it is determined that some CE hours are not applicable, HIMSS may allow additional time for you to submit or earn additional replacement CE hours.



CPHIMS and CPHIMS-CA Renewal Application

Email to: certification@himss.org

Fax to: (312) 915-9209

Mail to: HIMSS

6923 Eagle Way

Chicago, IL 60678-1692

HIMSS Membership Number (if applicable): _____

CPHIMS or CPHIMS-CA Number: _____

CPHIMS Expiration Date (MM/DD/YYYY): _____

Date of Birth: _____

Name (Last, First, M.): _____

Name as you would like it to appear on your certificate: _____

Preferred Mailing Address: _____

Preferred Telephone Number: _____

Preferred Email Address: _____

Check One:

HIMSS Member fee - \$175

Non-member fee - \$250

Method of Payment:

Check/Money Order

American Express

Visa

Discover

MasterCard

Card Number: _____

Expiration Date (MM/DD/YYYY): _____

Printed Name (as it appears on card): _____

Signature: I attest to the truthfulness of information provided for renewal of my CPHIMS or CPHIMS-CA credential.



CPHIMS and CPHIMS-CA Reporting Form

Category 1: Continuing Education Hours

Participation in educational programs on topics relevant to healthcare information and management systems.

1 CE hour for each 60 minutes of participation

(please add/delete rows as needed)

	Program Attended	Organization	Date Attended	HIMSS or HIMSS Approved Hours Earned	Other Provider Hours Earned
1.					
2.					
3.					

Total CE hours earned for Category 1:

Category 2: Academic Credits

Participation in formal educational programs of study that address relevant healthcare information and management systems subject areas. Academic credits can only be counted as “other provider hours”. See page 3 for calculation of hours.

(please add/delete rows as needed)

	Course Attended	Institution Attended	Data Attended	Other Provider Hours Earned
1.				
2.				
3.				

Total CE hours earned for Category 2:



Category 3: Presentations

Presentation of material relevant to healthcare information and management systems professionals. Presentations are defined as the development of an original work delivered to an audience. See page 4 for calculation of hours.

(please add/delete rows as needed)

	Presentation Title	Organization Presented for/at	Date Presented	HIMSS or HIMSS Approved Hours Earned	Other Provider Hours Earned
1.					
2.					
3.					

Total CE hours earned for Category 3:

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Category 4: Publications

Publication is defined as the development of an original work, relevant to the healthcare information and management systems profession, reproduced by written or electronic means for general dissemination to the public (unless required as part of work responsibilities). See page 4 for calculation of hours.

(please add/delete rows as needed)

	Publication Title	Published in/for	Date Published (or expected publication date)	HIMSS or HIMSS Approved Hours Earned	Other Provider Hours Earned
1.					
2.					
3.					

Total CE hours earned for Category 4:

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Category 5: Professional Service

Complete one (1) or more years of volunteer service during your renewal cycle with an international, national, state, provincial or local related professional organization/society. Accepted volunteer activities include boards of directors, committees, work groups, task forces, and review boards (unless required as part of work responsibilities).

5 CE hours for each year of service
(please add/delete rows as needed)

	Volunteer Position	Organization	Dates of Service	HIMSS or HIMSS Approved Hours Earned	Other Provider Hours Earned
1.					
2.					
3.					

Total CE hours earned for Category 5:

Category 6: Item Writing

Item writing for the CPHIMS or CA Exams

CE hours pre-determined by HIMSS or COACH respectively.
(please add/delete rows as needed)

	Year Participated	HIMSS or COACH	HIMSS Approved Hours Earned
1.			
2.			
3.			

Total CE hours earned for Category 6:

Total CE hours earned for CPHIMS or CPHIMS-CA Renewal: