



Fellow Application

Being a Fellow of the Association for Healthcare Documentation Integrity signifies you have achieved a balance of successful activities in your profession that goes far beyond regular transcription practice.

The criteria adopted by the AHDHI Board of Directors, which AHDHI members must meet in order to earn the designation of AHDHI-Fellow, strengthen the fellowship designation, enhancing its prestige and value to those who earn the right to use the initials.

How to Become a Fellow of AHDHI

To become recognized as an AHDHI-Fellow, you must earn at least 50 fellowship points in the five years immediately preceding the application and be a “Individual Professional” member as set forth in the AHDHI bylaws at the time the application is submitted. These points may be earned in eight different categories as shown on the application and must be earned in at least five categories.

There is a limit to the number of points you can obtain in each category. Thus, qualified fellows must demonstrate a balance between practice duties, professional experience, leadership, and community involvement. When filling in the application, please include all activities/accomplishments that pertain to the category, however, enter only up to the maximum points allowed for that category. As a result, to be an AHDHI-Fellow, a successful candidate is active in and knowledgeable of many areas, not just one or two.

How to Maintain Your AHDI-Fellow Status

Once you have earned the designation of AHDI-Fellow (AHDI-F), you no longer have to earn or report points. To maintain your AHDI-F you must maintain your AHDI Individual Professional membership and your AHDI credential. If you retire from the industry, you may become a Sustaining member and continue to use the AHDI-F designation. If you are no longer working in the industry, you may also choose to retire your credential and maintain your AHDI-F as long as you have an active AHDI membership. You will lose the right to use the AHDI-F designation if your membership or AHDI credential lapses.

Fellow Application

To be considered for this prestigious honor, please examine the eight categories for fellowship. As you earn points within the different categories enter them on the application. As soon as you have earned a total of 50 points, in at least 5 of the 8 categories, complete the application and send it, along with the non-refundable application fee, to AHDI, Attn: Tina Wilson, Programs Coordinator, 4120 Dale Road, Suite J8-233 Modesto, CA 95356. If you have any questions, please do not hesitate to contact AHDI.

Remember, the 50 points must be earned within the five years immediately preceding the date of application, and your membership in AHDI must be in the "Individual Professional" category.

In the event that your application is reviewed and denied approval, you will receive a letter detailing what is needed to be approved. You will have one year from the date on the denial letter to resubmit your application at no additional fee. After that date, you will have to reapply and include the \$100 non-refundable application fee.

Today's Date

Last

First

Middle

Address

City

State

Zip Code

Daytime Telephone

Email Address

AHDI Membership ID Number

Use the table below to track your points earned. Remember you must earn your points in 5 of the 8 categories listed below.

Category	Points		
Category I		MAXIMUM POINTS ALLOWED	10
Category II		MAXIMUM POINTS ALLOWED	10
Category III		MAXIMUM POINTS ALLOWED	12
Category IV		MAXIMUM POINTS ALLOWED	12
Category V		MAXIMUM POINTS ALLOWED	6
Category VI		MAXIMUM POINTS ALLOWED	6
Category VII		MAXIMUM POINTS ALLOWED	6
Category VIII		MAXIMUM POINTS ALLOWED	15

Total Points:	
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You will need a minimum of 50 points total to receive the designation.

Yes! I want to become a Fellow of the Association for Healthcare Documentation Integrity (AHDI-Fellow). I have included my \$100 application fee (non-refundable).

Method of payment:

Check enclosed, made payable to AHDI.
Check # _____

Please charge my credit card as follows:

Visa
 MasterCard
 American Express
 Discover

Card Number Expiration Date

Signature Date

Fax or Mail Fellow Application to:

AHDI, 4120 Dale Road, Suite J8-233, Modesto, CA 95356 FAX (209) 527-9633

Only credit card payments are accepted via fax. If faxing application, please be sure to fax entire contents of this packet.

Category I ~ Association Membership

- ❖ National/International Association - 2 points per year per association
- ❖ Local State/Regional or Chapter Association - 1 point per year per association

Association Membership – Enter Name of Association and number of years attended	# of Years	Points MAX 10
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*National Associations:
(Examples: AHDI, AHIMA, HIMSS)*

_____	_____	_____
_____	_____	_____
_____	_____	_____

Local State/Regional or Chapter Associations:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Category I (Maximum Allotted Points 10) _____

Please remember that only five years immediately preceding date of application will be eligible for use.

Category II ~ Professional Meeting Attendance

- ❖ AHDI Healthcare Documentation Integrity Conference - 2 points per year
- ❖ Component Association Meeting - 1 point per year per meeting
- ❖ Other Professional Meeting - 1 point per year per meeting
(i.e. Continuing Education Conferences/Advocacy Days)

Meeting Attendance – Enter the Event and Year Attended	Year	Points
		MAX 10

AHDI Annual Conference

Component Association Meetings:

Other Professional Meetings – Enter the Year Attended	Year	Points
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Total Category II (Maximum Allotted Points 10) _____

Please remember that only five years immediately preceding date of application will be eligible for use.

Category III ~ Leadership

Each position must be held for one full year in order to be eligible for submission.

- ❖ Each AHDI elected position - 5 points per year
- ❖ Each State/Regional elected position - 2 points per year
- ❖ Each Chapter elected position - 2 points per year
- ❖ Each AHDI or Component appointed position - 1 point per year

<i>Volunteer Leadership – Enter Position, where it was held, along with the numbers of years served</i>	<i># of Years</i>	<i>Points MAX 12</i>
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AHDI Elected Position:

State/Regional Elected Position:

Chapter Elected Position:

*AHDI or Component Appointments:
(Examples: Committees, Cert Connector)*

Total Category III (Maximum Allotted Points 12) _____

Please remember that only five years immediately preceding date of application will be eligible for use.

Category IV ~ Publications and Presentations

- ❖ Author or co-author of a published book - 4 points per book
- ❖ Contributor to a text book or editorial review - 2 points per publication
- ❖ Published articles in journals, magazines, or - 1 point per article
- ❖ Newsletters (not to include elected position updates such as President's Messages) - 2 points each
- ❖ Formal presentations to peers

Publications – Enter Title of Article or Book and Date Published. Please provide copies of articles.

**Points
MAX 12**

Published Book Title:

Text Book / Editorial Review / Published Article:

Professional Presentations – Enter Title and Date of Presentation:

Points

Title of Peer Presentation / Audience or Meeting:

Total Category IV (Maximum Allotted Points 12)

Please remember that only five years immediately preceding date of application will be eligible for use.

Category V ~ Mentorship

- ❖ Mentor affiliated with an association or school - 1 point per year per mentee
- ❖ Credentialing Exam Study Group leader - 1 point per study group

Mentorship	# of Years	Points MAX 6
<i>Mentees / School:</i>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
<i>Credentialing Exam Study Groups:</i>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Category V (Maximum Allotted Points 6)		_____

Please remember that only five years immediately preceding date of application will be eligible for use.

Category VI ~ Civic Activities

- ❖ Activities may include positions such as Chairing the American Heart Association’s local fundraising campaign, organizing a youth group or neighborhood watch, community service or serving as an elected city/county official, and/or serving in the military. - 1 point for each activity per year

Civic Activities	# of Years	Points MAX 6
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Category VI (Maximum Allotted Points 6)		_____

Please remember that only five years immediately preceding date of application will be eligible for use.

Category VII ~ Awards

Awards may be received at the National or Component level. Examples include the Distinguished Member, CMT/CHDS Credentialing Award, Alumnus of the Year, etc.

There are no time restraints for eligibility on the submissions for this category.

- ❖ Each National and Component award - 3 points per award
- ❖ Each local chapter or university award - 3 points per award
- ❖ Other Awards - 1 point per award

National or Component Award – Enter Date Award was given, by whom, and reason for the award.

***Points
MAX 6***

_____	_____
_____	_____
_____	_____

Local or University Awards – Enter Date Award was given, by whom and reason for award

_____	_____
_____	_____
_____	_____

Other Awards – Enter Date Award was given, by whom and reason for award

_____	_____
_____	_____

Total Category VII (Maximum Allotted Points 6) _____

Please remember that only five years immediately preceding date of application will be eligible for use.

Category VIII ~ Credentials

(Applicants **MUST** hold an AHDI credential to be eligible for the AHDI-Fellow designation)

- ❖ Certified Medical Transcriptionist - 5 points per year
- ❖ Certified Healthcare Documentation Specialist - 5 points per year
- ❖ Registered Healthcare Documentation Specialist - 5 points per year
- ❖ Other healthcare credential - 3 points per year

<i>Credentials – Provide copy of certificate showing credential</i>	<i># of Years</i>	<i>Points MAX 15</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Category VIII (Maximum Allotted Points 15) _____

Please remember that only five years immediately preceding date of application will be eligible for use.