Successful Schools, Successful Students

Steps to Healthcare Documentation Education Program Approval

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AHDI MT/HDS Education Program Approval supports and promotes quality education in healthcare documentation.

How can you get there?

Christopher Columbus didn't have much of a map when he started off.

In this presentation, you'll be getting a better one for navigating through program approval.

What is ACCP Education Program Approval?

Since 2005

- Built on *The Model Curriculum for Medical Transcription Education* (1988-2008)

- A service to the community, guides students to schools with a trustworthy history, a known curriculum, qualified instructors, and financial stability.

- A consistent approach to MT/HDS education – but retaining unique qualities of each school.

- Designed and guided by AHDI leadership and members.

- Decisions made by the ACCP.

- Process administered by AHDI staff.

Who Can Seek Approval

Programs can seek approval if they teach a formal healthcare documentation program and meet all requirements outlined in the Education Approval Manual and follow AHDI's Model Curriculum 6th edition.

– Technical colleges
– Community colleges
– Proprietary schools

The Approved Schools list

The programs in this directory are approved by AHDI and the Approval Committee for Certificate Programs. The approved status is only for the programs on this list and does not extend to other programs/courses the school may offer.

Learn more about the **Education Approval Program** requirements.

Visit our **Step-by-Step Guide** for helpful resources in pursuing a career in healthcare documentation.

Once you begin your training, don't forget to **join AHDI as a Student Member**. There's no charge to you.

Directory of Approved Programs in Healthcare Documentation

Approved Program Name (click on a program name to visit their website)	Location	Funding Options (see legend at end)
American Healthcare Documentation Professionals Group Advanced Medical Transcription Editing Program	Distance	CAA, MSD, PP, PS, RSC, TAA, WIA, Other
CanScribe Career College Medical Transcription/Healthcare Documentation Program	Distance	CAA, IL, MSD, PP, PS, Other

Why approval?

Your potential students are calling us.
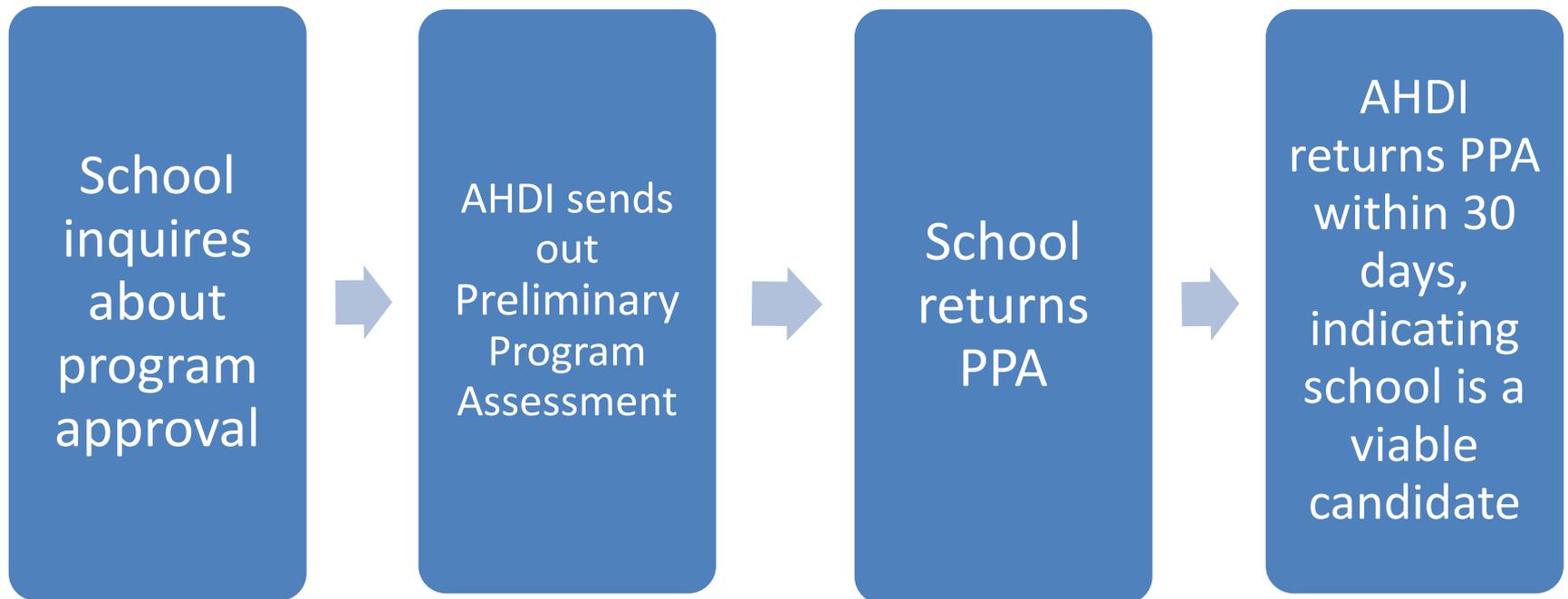
They're also emailing us.

Why approval? Part two

There are many colleges that offer MT/HDS programs. Approval provides the following:

- Distinguishes your school from the crowd.
- Delivers an immediate message about the quality of your curriculum.
- Delivers an immediate message about your integrity and financial viability.
- Delivers work-ready postgraduates.

Summary of approval process for new candidate schools: The PPA

School inquires about program approval	→	AHDI sends out Preliminary Program Assessment	→	School returns PPA	→	AHDI returns PPA within 30 days, indicating school is a viable candidate

Summary of approval process for new candidate schools: The Self Study

Within 1 year of date of PPA acceptance, school submits Self Study

➤

Self Studies are reviewed by peer reviewers

➤

Reviews are presented at ACCP meeting, vote is taken on approval.

The PPA

Program/School Name:
Address:
School Website:

School Contact
Name:
Title:
Phone:
Email:

Person Completing PPA
Name:
Title:
Phone:
Email:

Date of submission of PPA:

The PPA (continued)

The assessment table

Three columns

- **Program Approval Standard**

- **Assessment by Applicant School**

- **AHDI Assessment**

PPA Table

Program Approval Standard	Assessment by Applicant School	AHDI Assessment (For AHDI Staff Use)
1. The curriculum must follow the AHDI Model Curriculum.		
2. The program must provide a minimum of 35 hours of authentic physician dictation for the students to work on (40 hours preferred).		

The Self Study

Section 1: Organizational Structure and Financial Viability

1.a. Financial Viability

1.b. Licensing or Accreditation

1.c. Advisory Committee

Section 2: Personnel: Faculty and Administration

2.a Documentation for Personnel

2.b. Program Director

2.c. Content Developer

2.d. Instructors, Healthcare Documentation Courses

2.e. Instructors, Non-healthcare Documentation Courses

The Self Study

Section 3: Curriculum and Instruction:
Course content, sequencing of courses, and appropriate learning experiences must be established in accordance with sound educational principles. You must document core competencies necessary for entry-level healthcare documentation practices following the current AHDI Model Curriculum 6th edition.

Section 4: Operation of Program:
Provide a copy of policies and procedures, certificates Awarded, maintenance of student records, student withdrawal and refund polices, enrollment statistics, and marketing materials, etc.

The Reviewers

This is a "peer review" process.

Reviewers are educators with experience as medical transcriptionists/healthcare documentation specialists.

Reviewers are pledged to confidentiality by a formal agreement signed at the time they become members of the ACCP.

Notes on the process: navigational hazards

We have seen that some schools face challenges in particular areas.

Staff is ready to assist ,

but better to avoid the

rocks!

Common issues in Education Approval

Authentic dictation

What is it?

Hard to get.

Products available.

Common issues in Education Approval
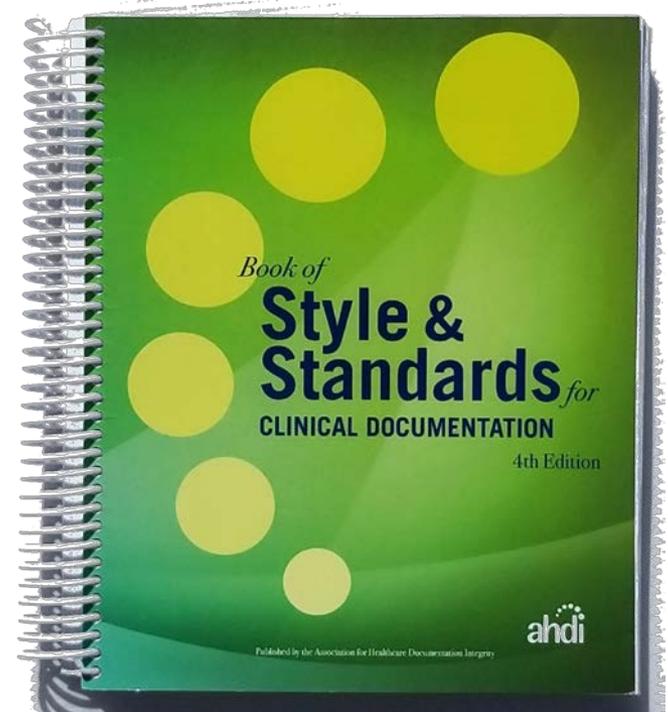
Financial information

Schools reluctant to disclose.

ACCP goals.

Common issues in Education Approval

The Book of Style & Standards for Clinical Documentation, 4th Edition

The program must use and implement the book in the course instruction.

Common issues in Education Approval

The syllabus – a mysterious creature?

3.c. Provide syllabi for each course as outlined using the sequence grid.

Common issues in Education Approval

3.f. Submit a sample graded comprehensive final exam for each core content area, including objective tests for healthcare documentation practice, demonstrating that the AHDI Model Curriculum competencies are being followed.

Key Documents

- *The Model Curriculum for Medical Transcription Education*

- *The Healthcare Documentation Program Approval Manual*

Available at ahdionline.org under the Learning>For Educators and Schools>Education Approval Program.

Helpful hints

Prepare carefully, having reviewed key documents.

Give yourselves enough time.

Involve SMEs every step of the way.

Read requirements carefully and assume that they mean exactly what they say.

Put yourselves in the reviewers' shoes – they know nothing about your program.

Stay connected with AHDI staff.

ACCP Deadlines

Quarterly Votes:

ACCP Quarterly Meetings & Deadlines

Quarterly Meeting: **March 12, 2021** Self-Study Application Deadline: **January 15, 2021** Approval Pending Change Deadline: **February 12, 2021** Annual Report due: **February 12, 2021**	Quarterly Meeting: **June 11, 2021** Self-Study Application Deadline: **April 16, 2021** Approval Pending Change Deadline: **May 14, 2021** Annual Report due: **May 14, 2021**
Quarterly Meeting: **September 10, 2021** Self-Study Application Deadline: **July 16, 2020** Approval Pending Change Deadline: **August 13, 2021** Annual Report due: **August 13, 2021**	Quarterly Meeting: **December 10, 2021** Self-Study Application Deadline: **October 15, 2021** Approval Pending Change Deadline: **November 12, 2021** Annual Report due: **November 12, 2021**

Updated list at
https://www.ahdionline.org/page/edapproval

Sailing, well armed, into the future!