



Medical Transcription/Healthcare Documentation Specialist Education Program Approval

What is Medical Transcription/Healthcare Documentation Specialist Program Approval?

The MT/HDS program approval process was instituted by the Association for Healthcare Documentation Integrity (AHDII), to encourage compliance with AHDII's Model Curriculum for Healthcare Documentation, maintain a sound educational programming, produce competent entry-level medical transcriptionists/healthcare documentation specialists, and provide assurance to the public of consistency and quality outcomes for education. Programs must comply with specific educational and institutional criteria as established by AHDII's Approval Committee for Certificate Programs (ACCP). There is no formal accreditation process for medical transcriptionist/healthcare documentation specialist programs.

What are the steps that lead to Program Approval?

1. Interested programs should download a copy of the AHDII Model Curriculum 6th edition and the Education Program Approval Manual from the AHDII website under Learning>For Educators and Schools>Education Approval Program.
2. Programs must submit a \$100 nonrefundable fee with a Preliminary Programs Assessment (PPA) and Declaration and Release must be submitted before application will be reviewed. The PPA can be located on the AHDII website link listed above under Frequently Used Documents. The Preliminary Programs Assessment (PPA) will be reviewed by a peer reviewer and returned to the program director with any recommendations before formally moving forward with the remainder of the full Self-Study application and fees. **(PPA Fee is being Waived)**
3. Programs complete the Self-Study application process and submit all material in Basecamp, AHDII's electronic project management tool. The full application must be submitted with-in one year of application fees and 8 weeks before an ACCP quarterly meeting. Two peer reviewers will be assigned to your application and a recommendation is made to the ACCP at their next quarterly meeting.
4. The ACCP will meet quarterly to review all application received by deadlines. The ACCP will issue a decision – approved, approved pending change, or deny approval.

How long is approval good for?

Program approval is valid for 3 years. Before the end of the 3-year period, the program needs to re-apply.

What is the cost involved in Program Approval?

AHDII Members - \$ 1700
Nonmembers - \$2000