



Fellow Application

The designation of AHDII Fellow is an acknowledgement of professional excellence, a commitment to service and leadership as a volunteer within the industry. It is an honor that signifies an individual has embraced a successful balance of professional and personal activities that go beyond everyday documentation practices. The AHDII Board of Directors has adopted specific criteria AHDII members must meet in order to earn the designation of AHDII-Fellow. This is intended to strengthen the fellowship designation and enhance its prestige and value to those who earn the right to use this title.

How to Become a Fellow of AHDII

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

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. A successful AHDII-Fellow candidate is active in and knowledgeable of many areas, not just one or two.

How to Maintain Your AHDII-Fellow Status

To maintain your Fellow designation, you must maintain your AHDII Individual Professional membership. If you retire from the industry, you may transition from an Individual Professional member to a Sustaining member and continue to use the AHDII-F designation. If you are no longer working in the industry, you may also choose to retire your credential and maintain your AHDII-F as long as you have an active AHDII membership. You will lose the right to use the AHDII-F designation if your membership lapses.

Fellow Application

Please review the eight fellowship categories below. As you earn points within the different categories enter them on the application. Once 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, Operations Manager, 3430 Tully Road, Suite 20 #112 Modesto, CA 95350 or email ahdi@ahdionline.org. If you have any questions, please do not hesitate to contact AHDI.

Remember, the 50 fellowship 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 denied, you will receive feedback detailing what is still needed in order to be approved. You will have one year to resubmit your application at no additional fee. After one year, 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

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	CVC
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Signature	Date
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Forward the Fellow Application to AHDI:

By Mail: AHDI, 3430 Tully Road, Suite 20 #112 Modesto, CA 953560

By Fax: (209) 527-9633

By Email: ahdi@ahdionline.org

Credit card payments are accepted via fax or email. If faxing or emailing an application, please be sure to include the entire contents of this packet.

Category I ~ Association Membership

- ❖ Industry-related Association - 2 points per year per association
- ❖ Sub-division of industry-related Association - 1 point per year per association

Enter Name and years of membership	# of Years	Points MAX 10
<i>Global/National Associations:</i> <i>(Examples: AHDI, AHIMA, HIMSS)</i>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
<i>Sub-division of industry-related Association (local, state/regional, chapter, etc.):</i>		
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 Annual Conference - 2 points per year
- ❖ Other industry-related professional meeting - 1 point per year per meeting

<i>Enter the Event and Year Attended</i>	<i>Year</i>	<i>Points</i> MAX 10
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AHDI Annual Conference Attendance:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<i>Other Industry-Related Professional Meeting Attendance:</i>	<i>Year</i>	<i>Points</i>
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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 Industry-Related Association elected position - 2 points per year
- ❖ Each appointed position - 1 point per year

Enter Position, location and years served	# of Years	Points MAX 12
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AHDI Elected Position:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Industry-related Association Elected Position

_____	_____	_____
_____	_____	_____
_____	_____	_____

*Appointed Positions (AHDI or other industry-related association):
(Examples: Chair or Member of Committees, Task Forces, Work Groups, etc.)*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 textbook or editorial review - 2 points per publication
- ❖ Published articles in journals, magazines, or newsletters (not to include elected position updates such as President's Messages) - 2 point per article or newsletter
- ❖ Item writing, study course and curriculum creations - 2 points each
- ❖ Formal presentations to peers - 2 points each

Enter Title and Date Published

(Please provide copies of articles.)

Points
MAX 12

Published Book Title:

_____	_____
_____	_____
_____	_____

Textbook / Editorial Review / Published Article:

_____	_____
_____	_____
_____	_____

Item writing, curriculum creation, or study course creation:

_____	_____
_____	_____
_____	_____

Professional Presentations:

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 - 2 point per study group

Mentorship	# of Years	Points MAX 8
<i>Mentees / School:</i>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
<i>Credentialing Exam Study Groups:</i>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Category V (Maximum Allotted Points 8)		_____

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

AHDI (or other industry-related association) award recipients (Examples: Distinguished Service, Credentialing Award, Alumnus of the Year, employer awards, etc.).

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

- ❖ Each AHDI award - 3 points per award
- ❖ Other industry-related association award - 3 points per award
- ❖ Other (employer, volunteer, education, etc.) - 2 point per award

AHDI Awards Received

(Enter Award and Date Received)

	Points
	MAX 6
_____	_____
_____	_____
_____	_____

Other Industry-Related Association Awards

(Enter Name of Award, Date Received, name of Association)

_____	_____
_____	_____
_____	_____

Other Awards

(Enter Name of Award, Date Received)

_____	_____
_____	_____

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

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

Credentials

(Provide copy of certificate showing credential)

	# of Years	Points MAX 15
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Category VIII (Maximum Allotted Points 15) _____

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