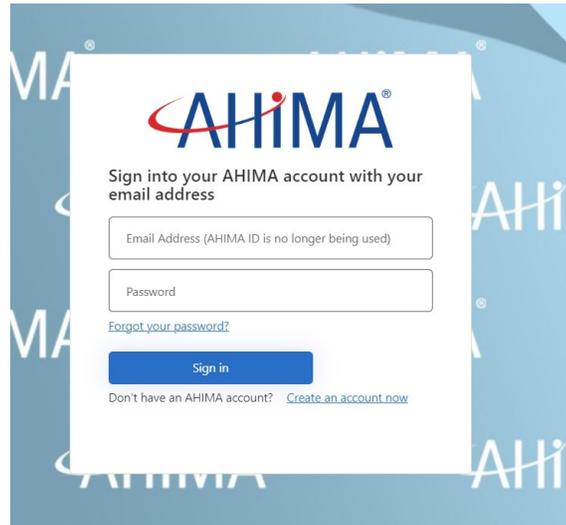


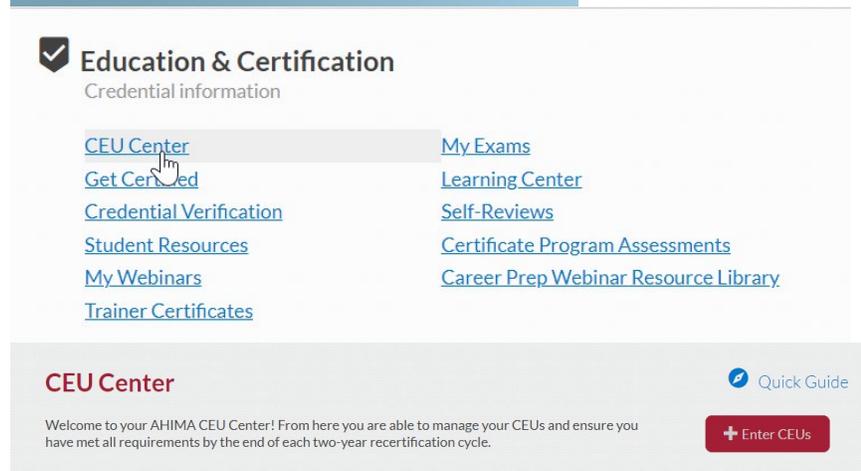
Download your Certificate from HIAlearn & Save it to your computer.

AHIMA

- Visit www.ahima.org and Login
- After Signing In, Click on the “My AHIMA” Tab at the top
- Go to “Education & Certification” and click on “CEU Center”.
- Once in the CEU Center click on “+ Enter CEUs” to the right.



The image shows the AHIMA login page. It features the AHIMA logo at the top, followed by the text "Sign into your AHIMA account with your email address". Below this are two input fields: "Email Address (AHIMA ID is no longer being used)" and "Password". There is a "Forgot your password?" link and a blue "Sign in" button. At the bottom, it says "Don't have an AHIMA account? [Create an account now](#)".



The image shows the "Education & Certification" menu in the AHIMA user interface. It includes a checkmark icon and the text "Education & Certification" and "Credential information". Below this are two columns of links: "CEU Center", "Get Certified", "Credential Verification", "Student Resources", "My Webinars", and "Trainer Certificates" on the left; and "My Exams", "Learning Center", "Self-Reviews", "Certificate Program Assessments", and "Career Prep Webinar Resource Library" on the right. At the bottom, there is a "CEU Center" section with a "Quick Guide" link and a red "+ Enter CEUs" button.

- Choose “External/Prior Approved” Button

Through which source was your CEU earned?

AHIMA Activity
CEUs earned directly through an AHIMA product or event.

Component Local Association (CLA)
CEUs earned directly through an AHIMA CLA product or event.

Component State Association (CSA)
CEUs earned directly through an AHIMA CSA product or event.

External/Prior Approved
CEUs earned through an organization outside of AHIMA, including events that were submitted and approved through AHIMA's Prior Approval program.

- Fill out the name of the course that you completed. Be sure the units earned states “1”.

CEU Information

Please provide all the required information about your CEU:

Activity Name: * Anemia Overview - Types, Causes, Diagnosis, and Treatment

Education Type: * Online Course

Date Granted: * 03/22/2023

Units Earned: * 1

HIIM Domain: * Clinical Foundations

Provider: * Health Information Associates, Inc

< Previous Submit

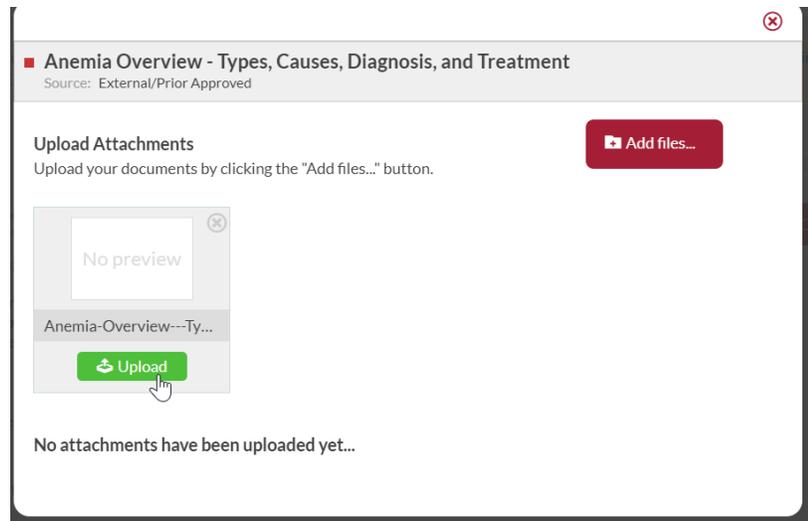
- Once you select “Submit” you’ll be directed to upload an attachment.

Anemia Overview - Types, Causes, Diagnosis, and Treatment
Source: External/Prior Approved

Upload Attachments
Upload your documents by clicking the "Add files..." button.

No attachments have been uploaded yet...

- Click “Add Files” and add your CEU certificate and click Upload.



The CEU will now show up in your Credential Listing of CEUs.

AAPC

- Navigate to your AAPC Account on the AAPC Website. Go to the “CEU Tracker” on the left and click on “Add”.

The screenshot shows the AAPC website dashboard. On the left, there are several utility boxes: 'Download your Member ID Card' with a 'New, Declare Your Military Status' button; 'Unpaid Invoices and Quotes' with a 'View all' button; 'Exams' with a 'View All' button and a link to view exam status; and 'CEU Tracker' with a 'submit index num' field, an 'Add' button, and a '36 Due: 11/30/2023' indicator. On the right, the 'Upcoming Events' section features a table with columns for Date, Type, Event, and CEUs. The table lists several events from 03/22 to 05/21, including webinars and a conference. A pagination bar at the bottom of the table shows '1/2' and '10'.

Date	Type	Event	CEUs
03/22	Webinar	Payor Contract Negotiations	1.0
03/29	Webinar	Differences Between Chiropractic Documentation a...	1.0
04/05	Webinar	Understanding the Relationships of Diseases & Sy...	1.0
04/12	Webinar	Prolonged Services and EM Therapy Add-Ons for B...	1.0
04/19	Webinar	Ask & Learn: The Gray Areas of Auditing	1.0
04/26	Webinar	Understanding Overpayment Demands	1.0
04/29	Exam	Local Chapter Exam	0.0
05/10	Webinar	What's New With Telemedicine	1.0
05/17	Webinar	Diagnosis Guidelines and Other Tips for Obstetri...	1.0
05/21	Conference	2023 HEALTHCON Nashville	12.0

- Retrieve the “Index Number” from the CEU certificate you downloaded and enter it along with the Date.
- Then select “Choose File” to upload the certificate.
- Click “Save”.

The screenshot shows the 'CEU Information' form. At the top, there is a promotional banner for an 'AAPC MARCH WORKSHOP: Teach the 2023 E/M Coding Guidelines to Your Doctor in One Hour' with a 'REGISTER TODAY' button. Below the banner, the form asks 'Do you have the index / catalog number?' with radio buttons for 'Yes' (selected) and 'No'. There are three input fields: '*Index Number:' (empty), '*Date:' (empty with a calendar icon and '(example: 3/22/2023)' text), and 'Upload Document:' (with a 'Choose File...' button). At the bottom, there is a yellow warning box: 'For CEU verification, keep your physical documentation or upload it here. You do NOT need to keep any documentation for CEUs earned through AAPC directly (HBM quizzes, webinars, workshops, online courses, local chapter meetings/seminars, conferences)'. At the very bottom are 'Cancel' and 'SAVE' buttons.

Once you click “SAVE” the CEU will show up in your AAPC CEU Dashboard.