



2017 Local Chapter Application for CCDS CEU Approval

Please return this application to:

HCPPro
Penny Richards
Certified Clinical Documentation Specialist Program
35 Village Road, Suite 200, Middelton, MA 01949

Fax 978/560-0934
Attn: Penny Richards
E-mail prichards@acdis.org

This application must be submitted at least 30 days prior to the date of the program for which you seek CEUs.

I. Program information

Local Chapter Name: _____ Web site: _____

Sponsoring organization: _____

Address: _____

City: _____ State: _____ ZIP code: _____

Work phone: _____ Fax: _____ E-mail: _____

Contact person (name and title): _____

2. Program overview

Program title: _____

Total number of CEUs requested: _____ Program length (hours and/or minutes): _____

(Note: One CEU is provided per hour of instruction, excluding breaks/lunches)

Please indicate how the number of CEUs was calculated: _____

Teaching methodology (check all that apply):

- Face-to-face seminar or workshop
- Face-to-face lecture
- Virtual (Web-based) seminar or workshop
- Audio conference/seminar
- E-learning (Web-based) course
- Other (please specify): _____

Program dates and locations (attach additional sheet if more space is needed)

Start date	End date	City	State

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Speaker(s)/faculty/developer(s) of activity (please include credentials and submit a bio, description, or résumé)

Learning objectives—Please describe knowledge or skills gained after completion of activity

Describe the benefit for CDI Professionals

(Continued on other side)

3. Additional documents required:

- Marketing materials
- Timed program agenda
- Speaker(s) résumé

Please mail this application with the appropriate CEU fee to:

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Penny Richards CCDS
Program
35 Village Road
Suite 200
Middleton, MA 01949

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ACDIS will award Continuing Education Units (CEUs) for education and training programs, lectures, and workshops, including audio and telephone conferences, on topics of interest and importance to the clinical documentation improvement profession. We particularly encourage presentations about best practices, strengthening CDI procedures and policies, coding and clinical concerns, and team/relationship building with clinicians and other organization/facility departments. One hour of appropriate training and education equals one CEU. CEUs will not be awarded for introductory or welcome sessions, routine chapter business and discussions, election of officers, or for time allotted for breaks or meals.

4. Contract for prior approval

As the representative for the sponsoring chapter, I have reviewed ACDIS's requirements for prior approval of a continuing education program and agree to abide by them. I understand that failure to follow the requirements for prior approval may result in revocation of prior approval and prohibit future approval by ACDIS.

Name: _____ Signature: _____

Title: _____ Date: _____