

ahdi

Product Guide

Featured Product

New
Edition!

Book of Style & Standards for **CLINICAL DOCUMENTATION, 4th Edition**

What's New in the 4th Edition

The 4th edition of the *Book of Style & Standards for Clinical Documentation* (BOSS4CD) from the Association for Healthcare Documentation Integrity (AHDl) is available in print and digital versions. This widely acclaimed industry standards manual has long been the trusted resource for data capture and documentation standards in health care.

The BOSS4CD is a curated, convenient reference for anyone working in clinical documentation (eg, policymakers, health information managers, programmers, template designers, informaticists, editors, auditors, clinicians, and scribes). It is a compilation of relevant standards culled from numerous standards developing organizations and adapted to current technology. Style standards are intended to improve communication; they ensure consistency within a document and across multiple documents and improve readability and comprehension.

Author: Laura Bryan, MS, MT (ASCP), CHDS, AHDl-F
CECs: 10 TT

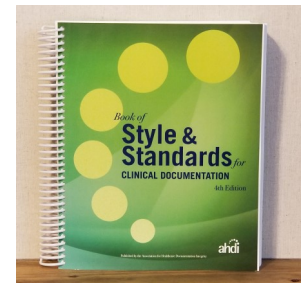
Print Book (spiral bound)

[Order Online](#)

ISBN: 978-0-935229-64-6

Price: \$75 Eligible Members/\$100 List Price

BOSS4CD is available as a spiral-bound printed text. Long requested by users, spiral binding advantages include pages that turn easily, lay flat and stay put, and open a full 360 degrees.



Digital License

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ISBN: 978-0-935229-54-7

180-day License Price: \$42 Eligible Members/\$62 List Price

1-year License Price: \$52 Eligible Members/\$77 List Price

Perpetual License Price: \$75 Eligible Members/\$100 List Price

The digital BOSS4CD is available in a searchable format via VitalSource Bookshelf. Access your eBook 24/7 via the Internet or download the Bookshelf app (free) to your device for offline access anytime. The eBook format adapts and displays content correctly, no matter which device you're using—iOS, Android, Kindle Fire, Mac, PC, or Chromebook. Search the Table of Contents, sections/subsections, and by keyword(s) to find an important professional standard easily. Highlight text and add notes or bookmarks for quick reference. New Bookshelf features allow you to create digital flashcards, which is particularly helpful to students. You can even listen as an audio book using the built-in text-to-speech tool.



Book of Style, 3rd Edition

The Book of Style for Medical Transcription, 3rd Edition

Author: Lea Sims, CHDS, AHDI-F

ISBN: 978-0-935229-58-5

CECs: 10 MTT



Print Version

Price: \$50 Eligible Members/\$70 List Price

[Order Online](#)

This widely acclaimed industry standards manual has long been the trusted resource for data capture and documentation standards in health care. The 3rd edition of *The Book of Style for Medical Transcription* delivers a streamlined and strategically reorganized flow of critical data, enhanced explanation of standards and practical application, robust examples taken from clinical medicine settings, and so much more.

Digital Version

180-day License Price: \$28 Eligible Members/\$39 List Price

1-year License Price: \$30 Eligible Members/\$49 List Price

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The Book of Style for Medical Transcription, 3rd edition is available in searchable electronic format via online subscription service. VitalSource will deliver it to you via the Internet—to any computer, at any time. Search the table of contents, sections/subsections, or keyword(s) to find an important professional standard right when you need it. You will have the ability to view the book online or to download Bookshelf onto your computer or tablet. You can highlight text and add notes, and then reference them at any time. This is a must-have resource for students, working professionals, and educators.

The Book of Style, 3rd Edition, Workbook

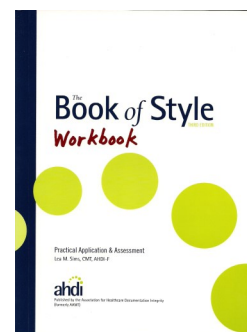
Author: Lea Sims, CHDS, AHDI-F

ISBN: 978-0-935229-61-5

Price: \$35 Eligible Members/\$50 List Price

[Order Online](#)

This companion workbook to *The Book of Style for Medical Transcription, 3rd edition*, is designed to work in tandem with *The Book of Style*. The Workbook contains practical application exercises to assist students, postgraduates, and working MTs with orientation to standards and preparation for AHDI credentialing exams. Purchase of this product includes a 200-page workbook and an interactive audio CD.



Certify Your Expertise

Certification in healthcare documentation makes a difference—to the patients whose care depends your on precise documentation, to employers who must hire highly qualified and trusted healthcare documentation specialists, and to yourself for the satisfaction for attaining certification. The four letters that will follow your name will make a powerful statement about the expertise you bring to the table. Ultimately, becoming credentialed will:

- Prepare you for new healthcare documentation positions in the EHR.
- Validate your breadth of knowledge and skills to employers, which may give you access to preferential hiring/employment practices.
- Demonstrate that you are trained and certified in HIPAA compliance.
- Send the message to healthcare delivery that healthcare documentation specialists are an allied health profession with an accountable scope of practice.
- Demonstrate you take initiative and go above the minimum requirements.
- Distinguish you from those without a credential.
- Raise employer's confidence in you when introducing new technologies or services.
- Keep you marketable in the event of cutbacks or mergers.
- Get your foot in the door as a new graduate.



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Registered Healthcare Documentation Specialist (RHDS) - Level 1

The RHDS exam is based on the AHDI Medical Transcriptionist Job Descriptions and the competencies outlined in the AHDI Core Competencies and the AHDI Model Curriculum. The RHDS exam is designed to assess competency in healthcare documentation by determining if a candidate has the core knowledge and skills needed to practice healthcare documentation effectively in today's healthcare environment.

Who should take this exam?

- HDSs/MTs who are recent graduates of healthcare documentation/medical transcription education programs
- HDSs/MTs with fewer than 2 years' experience in acute care
- HDSs/MTs working in a single-specialty environment (i.e., private practice, clinic, radiology, pathology, etc)

Certified Healthcare Documentation Specialist (RHDS) - Level 2

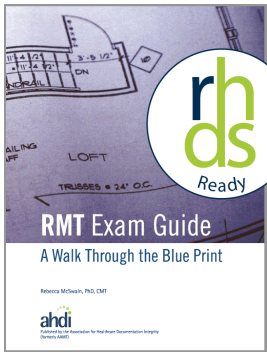
The CHDS exam is designed to assess competency in healthcare documentation by determining if a candidate has the core knowledge and skills needed to practice healthcare documentation effectively in a multispecialty acute-care facility, where variable specialties, document types, and difficulty of dictation necessitate an advanced level of clinical knowledge and interpretive ability.

Who should take this exam?

- Registered Healthcare Documentation Specialists (RHDSs) with a minimum of 2 years' experience in acute-care transcription or multispecialty equivalent.

Preparing for the RHDS Exam

Registered Healthcare Documentation Specialist (Level 1)



RMT Exam Guide: A Walk Through the Blue Print

Author: Rebecca McSwain, PhD, CHDS

ISBN: 978-0-935229-60-8

Price: \$35 Eligible Members/\$50 List Price

[Order Online](#)

Written under AHDI's new blue print for the Registered Healthcare Documentation Specialist (RHDS) exam, this text provides a structured approach to understanding the cognitive assessment (multiple choice) domains for the exam. It includes a 91-question multiple-choice practice test to assist you with self-assessment and domain analysis.

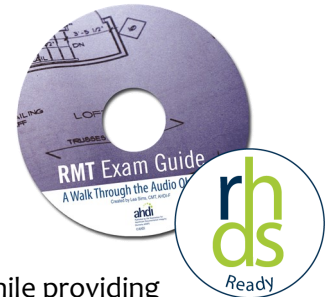
RMT Exam Audio Objectives

Creator: Lea M. Sims, CHDS, AHDI-F

Price: \$25 Eligible Members/\$35 List Price

[Order Online](#)

Designed as a companion product to the RMT Exam Guide, this CD helps to evaluate your ability to practically apply your knowledge and diagnostic understanding to the transcription process. The CD focuses on word recognition and appropriate expression, while providing a guide for understanding the blue print objectives and the kinds of excerpts and blanks that best fit each objective.



RMT Exam Guide, Digital Version

180-day License Price: \$28 Eligible Members/\$30 List Price

1-year License Price: \$31 Eligible Members/\$35 List Price

Perpetual License Price: \$35 Eligible Members/\$50 List Price

[Order Online](#)

The *RMT Exam Guide* is now available in searchable electronic format via online subscription service. Vital Source will deliver the *RMT Exam Guide* to you online via the Internet—to any computer at any time. Search for keywords, highlight text or sections, add notes and reference them at any time. This is a must-have resource for students, postgraduates, working professionals, or educators who are interested in taking the RHDS credentialing exam.

RHDS Study Course

Price: \$35 Eligible Members/\$50 List Price

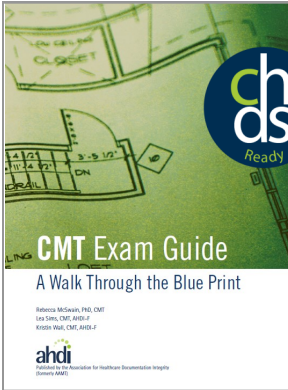
[Order Online](#)

The RHDS Study Course assists in preparing and studying for the AHDI RHDS exam. This 12-week course is delivered online. You will have reading assignments each week along with a PowerPoint presentation and recording. There are quizzes each week to help assess your progress throughout the course.

Visit www.ahdionline.org for complete information and a list of the required textbooks prior to registering. Registration for each month is available the preceding month through the 25th.

Preparing for the CHDS Exam

Certified Healthcare Documentation Specialist (Level 2)



CMT Exam Guide: A Walk Through the Blue Print

Authors: Rebecca McSwain, PhD, CHDS; Lea Sims, CHDS, AHDI-F; Kristin Wall, CMT, AHDI-F

ISBN: 978-0-935229-62-2

Price: \$35 Eligible Members/\$50 List Price

[Order Online](#)

Designed as a supplemental study guide in preparation for the AHDI Certified Healthcare Documentation Specialist (CHDS) exam, this book provides exam candidates with a “walk through the blue print,” the goal of which is to ensure a clear understanding of the industry’s expectations of competency for a Level 2 candidate.

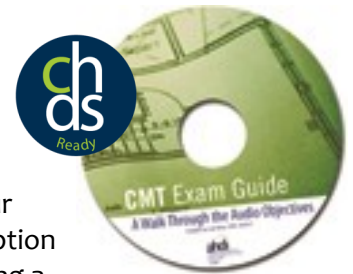
CMT Exam Audio Objectives

Creator: Lea M. Sims, CHDS, AHDI-F

Price: \$25 Eligible Members/\$35 List Price

[Order Online](#)

Designed as a companion product to the CMT Exam Guide, this CD helps to evaluate your ability to practically apply your knowledge and diagnostic understanding to the transcription process. The CD focuses on word recognition and appropriate expression, while providing a guide for understanding the blue print objectives and the kinds of excerpts and blanks that best fit each objective. It also includes a section on SRT editing.



CHDS Study Course

Price: \$35 Eligible Members/\$50 List Price

[Order Online](#)

The CHDS Study Course is a 12-week level 2 preparatory course consisting of weekly reading assignments and exercises along with supplemental quizzes to test your knowledge. Participants will spend time reviewing and understanding the CHDS exam blue prints as well as studying level 2 clinical medicine concepts by specialty, health information technology, and speech recognition technology. The final two weeks of the course will be spent on practicing critical thinking and accuracy as well as applied transcription and editing skills.

Visit www.ahdionline.org for complete information and a list of the required text books prior to registering.

Navigating the EHR

EHR Playbook for Transcription Managers Ebook

Price: \$70 Eligible Members/\$90 List Price

[Order Online](#)



The EHR is shaking up medical transcription departments around the country. As a manager, supervisor, or small business owner, it's imperative for you to prepare and learn how to internally and externally market the value of your workforce and services in the digital world. The *EHR Playbook for Transcription Managers* will guide you through critical steps to quickly become “EHR ready” and provide you with proven tools and cumulative knowledge of those who have already succeeded in the transition to the EHR.

Seasoned experts from AHDI's Managers/Supervisors Alliance authored this essential guide, which serves up practical advice based on real-world experience and templates you can repurpose for your own organization. The *EHR Playbook* covers: value-added marketing, quality assurance issues and policies, and future roles for your healthcare documentation workforce. Each section will prep you to address the needs and concerns of your workforce and match those with the requirements set forth by your organization's administrative leaders.

After reading this ebook, you'll be armed with the information needed to speak comfortably about quality assurance, to address how healthcare documentation specialists' expertise can be applied in new ways to optimize documentation workflow and preserve the patient's story, and to translate the value of your department into a language administrators can understand.

VALUE-ADDED MARKETING

Make sure that those at the top of your company recognize the value added, and costs saved, by employing trained healthcare documentation specialists who can perform and meet industry standards.

QUALITY ASSURANCE

Use these proven tips and techniques to ensure your company is measuring QA effectively. When it comes to the EHR, quality assurance is top-priority.

FUTURE ROLES

Ensure that you and your company are aware of the emerging roles being introduced as technology rapidly advances the healthcare documentation industry and its workers.

Mastering the EHR online course

Price: \$100 Eligible Members/\$125 List Price

[Order Online](#)

This is a 10-week online course to add essential EHR skills to your knowledge base. Course-takers will have an understanding of the learning outcomes for each chapter, explore skill-building techniques through exercises designed to navigate you through the EHR program, learn about current topics in health care, and develop critical-thinking skills through comprehension of applied concepts of using an EHR and testing those skills through the online exercises and activities provided.

Visit www.ahdionline.org for complete information and the required text book prior to registering.

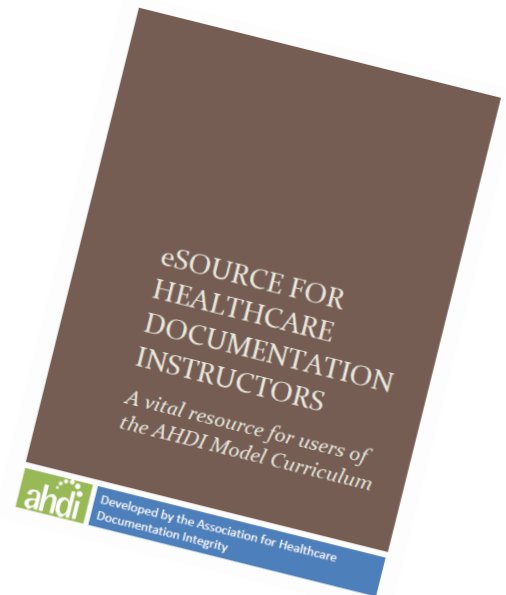
Educating the Future Workforce

eSource for Healthcare Documentation Instructors: A Vital Resource for Users of the AHDI Model Curriculum (Ebook)

Price: \$50 Eligible Members/\$70 List Price

[Order Online](#)

This resource was created by educators who understand the challenges of finding new ways to teach the material in the model curriculum. This compilation of resources was created to assist instructors with teaching courses that follow the AHDI Model Curriculum for Healthcare Documentation (5th Edition). Included in this resource are teaching tips and ideas for every objective in the curriculum, sample discussion questions, and many more resources to help make your job as an instructor easier!



Model Curriculum for Healthcare Documentation, 5th Edition

The Model Curriculum for Healthcare Documentation incorporates a competencies profile for healthcare documentation into an educational program outline. The 5th Edition was released on August 1, 2012, and may be downloaded from the AHDI website, www.ahdionline.org (PDF).

Education Program Approval

AHDI education program approval was created to encourage adoption of AHDI's Model Curriculum, maintain sound educational programming, produce competent entry-level healthcare documentation specialists, and assure consistency and high-quality outcomes for healthcare documentation education. Programs must comply with specific educational and institutional criteria as established by AHDI's Approval Committee for Certificate Programs (ACCP). There is no formal accreditation process for healthcare documentation programs; however, AHDI program approval is regarded by industry employers as an emerging benchmark for job-ready workforce candidates.



[Click to Learn More](#)

Visit www.ahdionline.org for a list of approved programs and information on the education program approval process.

Starting Your Career

A Career in Medical Transcription (Ebook)

Price: \$15 Eligible Members/\$25 List Price

[Order Online](#)

This invaluable resource can help guide you through the early decisions for stepping in to the dynamic profession of healthcare documentation. How to find a school, what equipment you will need, and what you have to know are all topics addressed, along with many others, in this electronic resource, written by MTs with extensive experience in medical transcription and medical transcription education.

Getting Your Foot In the Door: Two Years' Experience Not Required (Ebook)

Price: \$15 Eligible Members/\$25 List Price

[Order Online](#)

This ebook is dedicated to providing students and post-graduates the tools and knowledge to position themselves and open up the doors of opportunity without “two years of experience.” Including topics critical to success, such as facts on experience requirements, resume writing, interviewing, self-assessment, pre-employment testing, professional development, and setting up a home workstation and resource library, this ebook will be one of the most important resources in your library!

Compliance

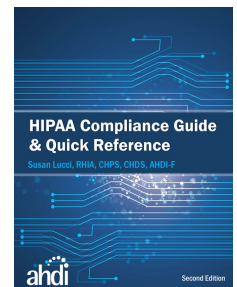
HIPAA Compliance Guide and Quick Reference Ebook— 2nd Edition (Released June 1, 2017)

Author: Susan Lucci, RHIA, CHPS, CHDS, AHDI-F

CECs: 3 ML

Price: \$25 Eligible Members/\$35 List Price

[Order Online](#)



AHDI's HIPAA Compliance Guide and HIPAA Compliance Quick Reference checklist have been updated to include the latest standards and regulations information. New to this guide is content about cybercrime—including hacking and ransomware—along with good practice solutions. This guide spells out the steps of HIPAA compliance in easy-to-understand language. It outlines the role of covered entities and business associates as well as the compliance expectations of each, to include the process of risk analysis and the risks and penalties of noncompliance. Numerous resources and examples to accomplish compliance quickly are provided. Fines for noncompliance are the highest to date, so this guide is a must-have for independent contractors and small businesses to avoid potential loss of business, large penalties, or ending up on HHS's “Wall of Shame.”

After you check out using the shopping cart, you will receive an email with a link to download the file.

Continuing Education & Skill Building

CEC Bundle Ebooks

Price : \$25 Eligible Members/\$35 List Price each

[Order Online](#)

These power-packs of creditworthy information and accompanying quizzes will assist the credentialed MT in earning CECs. Each bundle is a zipped file of 2 articles, 2 quizzes, and 1 crossword puzzle in .pdf format.

Choose between:

- **Clinical Medicine** CEC Bundle (Released Nov. 2017)
- **Medicolegal** CEC Bundle (Updated in 2017)
- **Technology and the Workplace** CEC Bundle (Released in 2016)
- **MT Tools** CEC Bundle (Released in 2016)



Willie Getwell Ebook

CECs: 10 MTT

Clearance Price: \$15 Eligible Members/\$25 List Price

[Order Online](#)

The proofreading exercises that were a regular feature in *JAAMT* have now been compiled, along with many new ones, into this proofreading and editing product. With 40 transcribed and speech-recognized drafts, this is designed to enhance your skills in the area of editing and error recognition.

Educational CD Bundle

CECs: 10 MTT (Willie Getwell)

Clearance Price: \$60 Eligible Members/\$75 List Price

[Order Online](#)

This bundle includes four educational CDs: Mega MT Challenge I & II; CMT Prep Quizzes, Vol. 1; and the editing tool Willie Getwell! Whether you're purchasing for self-study, classroom quizzing, or quality assessment on your team, this bundle suits all needs for continuing education.

Logo and Credential Lapel Pins

Price: \$10.00 Eligible Members/\$15.00 List Price



AHDI Lapel Pin

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AHDI-F Lapel Pin

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RHDS Lapel Pin

[Order Online](#)



CHDS Lapel Pin

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Medical Specialties Online Training

AHDI has partnered with OAK Horizons to offer a number of specialty modules for exam preparation and continuing education. This is an opportunity for the professional healthcare documentation specialist to increase knowledge and skills, improve quality and production, and learn timesaving research techniques.

[Click to Learn More](#)



Level 1 courses are great resources to prepare yourself for the AHDI Registered Healthcare Documentation Specialist (RHDS) exam. These courses will also benefit a healthcare documentation specialist that has been out of the industry for a year or more and looking to re-enter the field.

Level 2 courses are geared toward advanced level healthcare documentation specialists, Certified Healthcare Documentation Specialist (CHDSs), or Certified Medical Transcriptionists (CMTs) looking to further their education by increasing their knowledge and improving production. Upon successful completion of each level 2 course CMTs

Level 1 Courses

- Cardiology
- Dermatology
- Endocrinology
- English Essentials for MTs
- Female Reproductive
- Gastroenterology
- Geriatrics and Pediatrics
- GU and Male Reproductive
- Hematology and Lymphatic Systems
- Neurology
- Oncology and Pathology
- Ophthalmology, Audiology, and Special Senses
- Orthopedics
- Psychiatry
- Radiology
- Respiratory
- Surgery
- Understanding and Caring for Personal Computers
- Web Use Resources and Productivity
- Word Building and Terminology

Level 2 Courses

- Infectious Disease and Emergency Medicine (CECs: 4 CM, 3 TW, and 3 MTT)
- Genetics (CECs 10 CM)
- Using Microsoft Word to Enhance Efficiency and Production (CECs: 5 TW and 5 MTT)

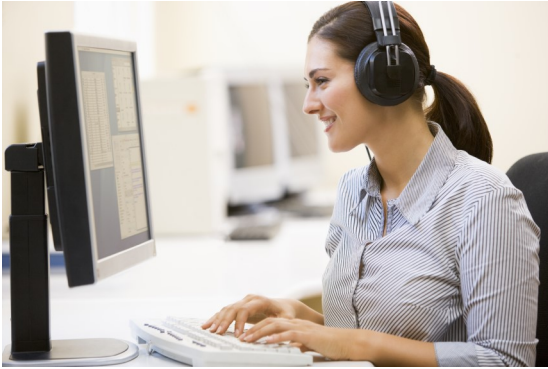
Level 1 courses

Price: \$50 Eligible Members/\$70 List Price

Level 2 courses

Price: \$65 Eligible Members/\$85 List Price

Conference Recordings



2018 Annual Conference Session Recordings (Digital Downloads) [Order Online](#)

Price (single purchase) : \$15 Eligible Members/\$25 List Price

Price (bundle option) : \$45 Eligible Members/\$75 List Price

From the 2018 Healthcare Documentation Integrity Conference (HDIC), this bundle features three sessions (one-hour each) plus one bonus 30-minute session, for a total of 3.5 CECs. Purchase the session recordings to download and watch at your convenience on your computer or mobile device.

After your purchase, you will receive an email with instructions on how to access your recordings.

2014 Annual Conference Session Recordings (Digital Downloads)

Price: \$129 Eligible Members/\$149 List Price

[Order Online](#)

AHDI's 2014 Healthcare Documentation Integrity Conference featured three days of continuing education sessions taught by leading experts in clinical medicine, industry and technology trends, healthcare documentation, and workforce development. Purchase the session recordings to download and watch at your convenience on your computer or mobile device.

After your purchase, you will receive an email with instructions on how to access your recordings.

2013 Annual Conference Session Recordings (Digital Downloads)

Clearance Price: \$90 Eligible Members/\$110 List Price

[Order Online](#)

The 2013 session recordings are digital downloads. You will enjoy quick access to recorded webinars with the speaker's presentation slides and audio recording. Visit the [AHDI website](#) for the list of sessions available in the full set and single days.

Order Form

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 Tel: 800-982-2182 ▪ Fax: 209-527-9633

Purchases

AHDI accepts Visa, Master Card, American Express, Discover, checks, and purchase orders (see below for information). Products can be purchased online at www.ahdionline.org or by calling 800-982-2182. Products can also be purchased by filling out the enclosed order form and faxing it to 209-527-9633 or mailing it, with payment, to AHDI, 3430 Tully Road, Suite 20 #112, Modesto, CA 95350.

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Orders up to \$100.00	Add \$13.00
\$100.01 - \$150.00	Add \$16.00
\$150.01 - \$200.00	Add \$19.00

Please contact AHDI for any of the following:

- Inventory orders totaling more than \$200
- Expedited shipping options
- Shipments outside of the United States

Sales Tax

AHDI is obligated to pay sales and use tax in California on purchases subject to sales tax per the California tax laws. California sales tax is included in the price of the product for any purchases within California.

Return Policy

All purchases are final. AHDI does not accept returned items due to overstock and gives no refunds, although defective materials are replaced immediately free of charge. We provide comprehensive information in print and online about our products, and also offer consultations by email or phone prior to purchase. Defective materials will be replaced if returned to AHDI in good condition within 15 days of receipt. Prior authorization must be obtained by AHDI before a return is made.

Bulk Discounts

Bulk discounts are available on eligible products for orders over 50 and are available online. For estimates and a list of products, contact us at ahdi@ahdionline.org.

Book Stores

AHDI offers 10% off the list rate for book stores. Please call or fax order to receive discount.

Purchase Orders

Purchase orders are accepted by fax, mail, and email (.pdf). Purchase order number must be included with order form. Individual membership discounts do not apply for PO purchases.

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