

Step-by-Step Guide to Submission of Continuing Education Hours for Recertification

1) Go to HIMSS website here and sign in.



Welcome

Please sign in or create an account.

Sign In

Email or User Name:*	
Enter your Email or User Name	
Password:*	
Enter your password	B
Remember me	
Sign In	

Please contact help@himss.org, our IT Help Desk if you need further assistance with login.

Welcome

Please sign in or create an account.

Sign In

Email or User Name:*
MDaiker
Password:*
•••••
O Remember me
Sign In Forgot Password? Forgot Username?

Create an Account

To register for events and become a HIMSS member, create an account. Don't have an account? Set up one now—it takes just a few minutes.





2) Once you are in your "My Info" page on the left-hand side you will see a menu. At the bottom of the menu click on "Transcripts CE Hours".

	My Info	
	Contact Information	
	Full Name	Change
	Degree CPHIMS	
My Info	Title Manager, Technology Customer Service	
Address Book	Company Lehigh Välley Health Network	
Memberships	Worksite Hospital, Multi-Hospital System, Integrated Delivery Professional Bole Category	
Company Memberships	Clinical Management Professional Role Subcategory Clinical Information	
Payment Methods	Contact Description	
Orders		
Badges		

3) Click on "+ Add CE Hours".

Instructions:

Click Submit to complete recertification. You will be able to actually submit starting 6 months before end date when you meet the Recertification Requirements.

Certification: CAHIMS Current	Certification Pe	riod: (Feb 15, 2024 - Feb 14,	2027) All CEs must be ob	tained and entered du	uring your current certification period.
					Generate Certifice
		Re	certification CE Hours		
		HIMSS	Others	Total	
		0	0	0	
CE Hours:					+ Add CE Hou

CAHIMS' CPHIMS' CPHIMS-CA CPDHTS

4) Fill out the required information and click "Save".

For more information on how to complete these requirements refer to our <u>Continuing Education</u> <u>Activities page</u> or our <u>Certification Renewal and Maintenance page</u>. *Please remember to add and categorize your ethics CEs under the correct "Activity Type" of "Ethics"*.

		Store	EHRA Applic	ation	More USD	
he able to act		Add a CE Hour				
	* Credit Date					
			苗			
	* Number of Credits					
ent Certific				our curr	ent certificatio	n p
	* Program Title				l	
	* Activity Type					
	Select an Option		•			
	* Education Provider					
	Select an Option					
Credit Dat				~	Education Pro	vide
			Cancel Save			

5) You may "Edit" or "Delete" existing transcripts (continuing education hours) by clicking on the arrow located on the far right of the transcript.

structions:													
lick Submit to co	omplete recertification. Ye	′ou will be	able to actually subr	nit starting	6 months before end date	whe	n you meet the Recertif	cation F	Requirement	s.			
✓ Active C	Certifications for	Test											
							05						
Ce	ertification: CAHIMS	5 Curren	t Certification Pe	eriod: (Fe	b 15, 2024 - Feb 14, 2027)	All	CEs must be obtain	ed and	entered	during your	curre	ent certification pe	riod.
												Gen	erate Certificate
	Well done! You h	ave earr	ed enough CEs to	o get you	rself recertified. You'll	be a	ble to submit the tr	anscrip	ts starting	g on Aug 14	+, 202	6 through May 15	, 2027.
			0	0,				1		, 0		0 ,	
					Recertif	icati	ion CE Hours						
					HIMSS		Others	Total					
					4.9		0	4.9					
					40		0	40					
	CE Hours:												- Add CE Hours
	Name	\sim	Credit Date	\sim	Number Of Credits	\sim	Program Title	\sim	Activity Ty	pe	\sim	Education Provider	\sim
1	CH-454445		2024-03-01		44		HIMSS Test		Academic	Credits		HIMSS	Edit
2	CH-454446		2024-03-04		4		Ethics Test		Ethics			HIMSS	Delete



6) When you have met the requirements, the "Submit" green button will become available. Click on "Submit". Please note that you are not able to submit transcripts until six-months prior to your recertification date. Until within this timeframe, the "Submit" button will be unavailable.

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live C	ertifications for											
Ce	rtification: CPHI	MS Currer	nt Certification I	Period: (Ju	n 11, 2021 - Jun 30, 202	24) All	CEs must be obt	ained and	l entered during yo	our curre	ent certification peri	od.
											H Submit Gene	erate Certific
	Well done! You	ı have ear	ned enough CEs	to get you	rself recertified. You	ı'll be a	able to submit the	e transcrij	ots starting on Dec	31, 202	3 through Sep 28,	2024.
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• C	'E Hours: Name	~	Credit Date		Recei HIMSS 49 Number Of Credits	rtificat	Others 0 Program Title	Total 49 ~	Activity Type	~	+ Education Provider	Add CE Ho
()	E Hours: Name	~	Credit Date	~	Recei HIMSS 49 Number Of Credits	rtificat	Others 0 Program Title	Total 49	Activity Type	~	+ Education Provider	Add C
1	E Hours: Name CH-454450	~	Credit Date 2024-02-26	~	Recer HIMSS 49 Number Of Credits 45	rtificat	Others 0 Program Title HIMSS TEST	Total 49 ~	Activity Type Academic Credits	~	+ Education Provider HIMSS	Add CE Ho

7) Authenticate and Attest.



8) Click "Pay Now" to complete payment.



For questions regarding tracking CAHIMS/CPHIMS/CPDHTS continuing education hours online, please contact certification@himss.org

CAHIMS' CPHIMS' CPHIMS-CA CPDHTS'

9) Enter and fill out payment information then click on "Process Payment". If necessary, you may enter a new "Billing Address" by clicking on "+ Create Address".

		 -)	
•	Shopping Cart		Checkout

1. Choose a Payme	ent Method	Order Summary
, Credit Card PayPal	By clicking the "Process Payment" button, you agree to the HIMSS terms and conditions of this purchase. • Card Holder Name	Discount Code Apply Items (2): USD 289.00
	* Card Number * GVV	Due at Checkout: USD 289.00
	Exp Month Exp Year O1 O1	Shopping Cart CPHIMS Certification Free Plan: Certification 3 Year Plan Quantity: 1 Price: Free Price: Free
	Address is optional. Process Payment	CPHIMS Recertification fee USD 289.00 Quantity: 1 Price: USD 389.00

10) Once payment is complete, you will see the following message: Click on "View Receipt" to access your receipt.



Payment Successful

Your payment of USD 289.00 was successfully completed.

