



CHIMA

Canada's
Health
Information
Team

Canadian Health Information Management Association
Canadian College of Health Information Management

~ IMPORTANT ~

DECERTIFICATION BULLETIN

~ February 2008 ~

The Canadian Health Information Management Association (CHIMA) Board of Directors will officially institute the decertification policy for non-membership compliance as of the 2007-08 fiscal and membership year. This communiqué is the final communication prior to the decertification start date of **February 01, 2008**.

The decertification policy and related procedure/process will be directed at individuals that are eligible for active membership with CHIMA but not an Active/Inactive member as of February 29, 2008 (the end of 2007-08 fiscal membership year).

For over two years, CHIMA has been communicating that the decertification process will commence in the 2007-08 year. Failure to comply with the CHIMA certification requirements will result in decertification. The Association and College Bylaws state the following:

1.2.1 The College shall certify those individuals who:

- a) *make application and pay fee;*
- b) *satisfy credential requirements of proof of successful completion of a CHIMA-recognized health information management program;*
- c) *successfully challenge the Canadian College of Health Information Management certification examination.*

2.1.1 The Board of Directors may admit any Health Information Management (HIM) professional who has been certified with the Canadian College of Health Information Management and who pays the annual membership fee applicable to their membership category.

FREQUENTLY ASKED QUESTIONS ABOUT DECERTIFICATION:

Does CHIMA have the legal authority to decertify?

CHIMA has the legal authority to decertify for non-payment of active CHIMA annual membership dues.

What does it mean if I am decertified?

The consequences of decertification are as follows:

1. Your certification status in the CHIMA registry will be changed to ***Decertified***.
2. Your certification status in the CCHIM registry will be changed to ***Decertified***.
3. You are no longer legally permitted to use the official (or past official) CHIMA/CCHIM certified HIM professional designation or credential.
4. You are no longer legally permitted to refer to yourself as a certified HIM professional in any communication (verbal/written/electronic etc.).
5. You are no longer legally permitted to display or use your CHIMA/CCHIM (formerly CHRA/CCHRA) certification certificate for any purpose.

Who is subject to Decertification?

As of December 2007, a ***Pending* Decertification List*** was generated and validated and will include all appropriate member category types which will include:

- Lapsed (not a paid member) Active or Inactive as of the run date of the Pending Decertification List.
- Resigned (excluding officially retired individuals based on CHIMA retired criteria)
- All known and unknown lapsed/eligible for active member status that are not reinstated or an active member as of February 01, 2008.

*A Pending member includes all individuals eligible for active membership but not a paid member in 2006-07 and/or 2007-08 as of the run date of the Pending Decertification List.

This process will occur December of each fiscal year and followed by the dissemination of appropriate decertification notices where feasible.

How will I know if I am decertified?

If you have not paid your 2007-08 dues (renewed or reinstated) as of February 1, 2008, you are decertified.

You may receive a ***Final Decertification Letter***. While CHIMA will make every effort to formally notify individuals of their decertification, this is not always possible. If you are an individual that is non-compliant with the membership certification requirements and are eligible for active membership, the onus and responsibility is on you to avoid decertification.

If at anytime you are not sure of your membership status, please do not hesitate to contact us. As of March 01, 2008, a list of *Members in Good Standing* will be posted for the current fiscal year on the CHIMA website at www.echima.ca.

Once decertified, how do I regain my certification status?

Individuals that are ‘**Eligible for Active**’ membership and decertified may regain certification as follows:

If you choose to recertify within three years of decertification, you must:

- Provide proof of one (1) Continuing Professional Education (CPE) credit accumulation for every month or portion thereof for the period of time (using months as per the fiscal year periods of time) of non-active membership up to the date that CHIMA receives the Recertification Application Form.
- Credit accumulation must have occurred within the most recent three (3) consecutive year period, but can not be prior to the introduction of the CHIMA CPE requirements (September 01, 2005) up to a maximum of the three (3) fiscal years minus one (1) day;
- incur 100% of applicable recertification fee, utilizing a sliding scale*;
- incur the applicable annual membership fees for the membership year in which the individual applies for recertification; and
- pay all applicable taxes.

*Sliding Scale:

RECERTIFY POST DECERTIFICATION	RECERTIFICATION FEE SCALE
< or = to 1 year	\$125
>1 year = to 2 years	\$200
> 2 years or < 3 years	\$275

If you choose to recertify equal to or greater than three years of decertification, you must:

- incur fees to challenge the National Certification Examination (NCE); and
- successfully challenge the NCE; then
- incur 100% recertification fees, and
- incur the applicable annual membership fees for the membership year in which the individual applies for recertification; and
- pay all applicable taxes.

What is the difference between reinstatement and recertification?

- Reinstatement: The term to describe the process for eligible individuals to rejoin CHIMA **prior to 2008-09 fiscal year.**
- Recertification: The term to describe the process for eligible individuals to regain their certification, effective fiscal year 2008-09 and onward.

As a recognized certified member, what can I do to spread the word about decertification?

As a certified member, CHIMA seeks your assistance in widely disseminating this communiqué.

Who do we contact to obtain more information about decertification and recertification?

If you have questions on how to recertify, please contact Kelly Abrams, VP Education and Professional Practice by calling 519-438-6700 extension 302 (to leave a message) or 306-522-5252 (Regina office) or at Kelly.Abrams@echima.ca or Gail Crook, CEO and Registrar by calling 519-438-6700 extension 227 or at Gail.Crook@echima.ca.