



OHIMA Affiliate

Ohio Health Information  
Management Association

# Learning Management System - FAQs

## NAVIGATING THE LMS

**Access live streams, presentation slides, and recordings using the instructions below.** If you are unable to attend the live event, use the same log-in instructions below to access the recordings after the event. Any questions, [contact the OHIMA Central Office](#).

### TO LOGIN

**\*\*Avoid VPNs**

**\*\*Avoid Internet Explorer**

...to view the event live stream or recordings!

Users have experienced issues with CEUs being automatically issued in these environments. Instead...

**\*\*Use Chrome, Firefox or Safari!**

**\*You must log in using the same email address/username that is linked to your registration.**

Use the "Reset Password" link if you don't know your password.

### **Still unable to access the content?**

Look in the upper right-hand corner of the screen. It should say "MY ACCOUNT." If it says "LOGIN" - you are not logged in and must do so in order to access the content. Click "LOGIN" to log yourself in and try accessing it again.



HOME

COURSE LIST

OHIMA HOMEPAGE



LOGIN



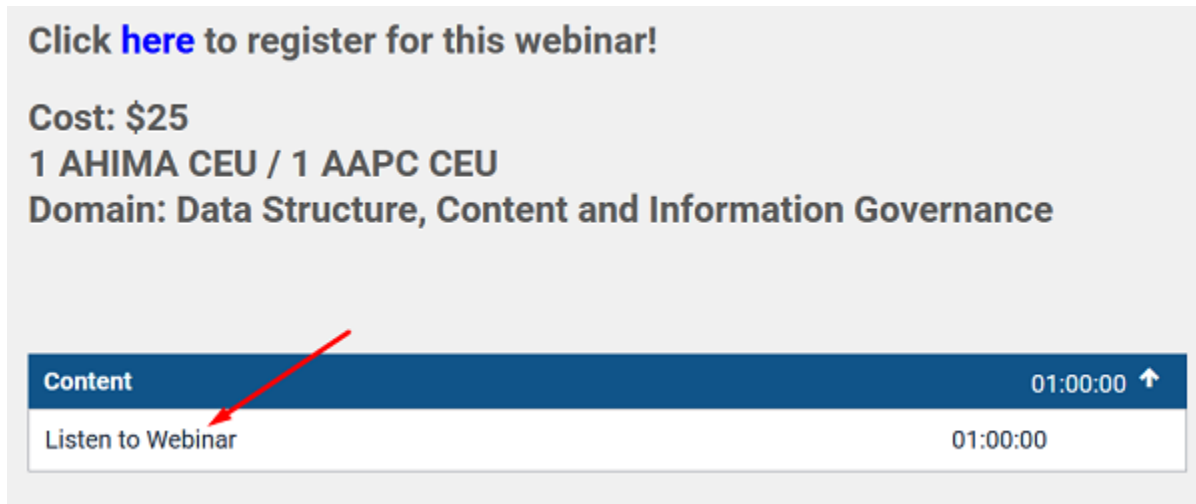
## Why does it say "register" when I already registered?

If you have already registered for this webinar or course, you do **not** need to register again. Simply "scroll down" and under "Content", click "Join Live Event" or "Listen to Webinar".

Click [here](#) to register for this webinar!

Cost: \$25  
1 AHIMA CEU / 1 AAPC CEU  
Domain: Data Structure, Content and Information Governance

Content	01:00:00 ↑
Listen to Webinar	01:00:00



## I logged in but where do I find my course?

After logging in, it may take you back to the main screen of the Learning Management System. If so, click on "Show all Courses" and search for your course in the search box.

SHOW ALL COURSES

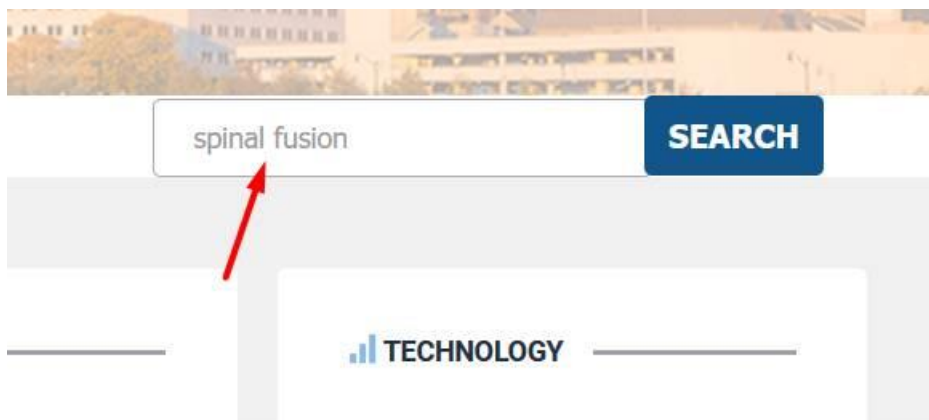
SEE COURSES YOU OWN



spinal fusion

SEARCH

TECHNOLOGY



## How long do I have to finish my courses/webinars?

Online courses and webinars will remain available for viewing for at least 6 months after purchase.

## Why are the courses I purchased not appearing under "MY COURSES"?

Online courses and webinars won't appear under "MY COURSES" you actually begin.

## CEU INFORMATION

CE credits will be applied to your online OHIMA member profile *after* you view the live stream or recordings in full. To access your CEU report, go to "[My CEUs](#)" under the [Member Menu](#) on the OHIMA website and log in. There, you can download or print a PDF report. CEUs will remain in your OHIMA profile indefinitely. AHIMA CEUs are also accepted by AAPC! Check eligibility on the [AAPC website](#).



Member Login

Search on

A screenshot of the OHIMA website. At the top, there is a navigation menu with the following items: Home, About OHIMA, Events &amp; Education, Members, Resources, HIM Careers, and Ohio Regional Associations. Below the navigation menu is a promotional banner with a dark blue background and white text. The text reads: "Join us on Friday, October 9th for [unclear] from your home or office! This virtual [unclear] E&amp;M Changes, Respiratory Condit [unclear] extended through the registration [unclear] of October 7th!". A red arrow points to the "My CEUs" link in the "Members" dropdown menu. Below the banner is a white button with the text "LEARN MORE".

☰ SORT

Hours total: 90.5

Event / Session total: 75

EXPORT PDF

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Filter Credits 2

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APPLY FILTERS

RESET FILTERS

Date Range

Choose a start date 📅

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To

Choose an end date 📅

Category

(None)

AAPC

AHIMA 1

<b>Date Range</b>	3/24/2021 - 3/24/2021
<b>Event / Session</b>	Implementing a Standardized Training Program
<b>Hours</b>	1
<b>Category</b>	AHIMA
<b>Added By</b>	Admin
<b>Location</b>	Online
<b>Instructor</b>	
<b>Expiration</b>	
<b>Description</b>	

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<b>Date Range</b>	2/24/2021 - 2/24/2021
<b>Event / Session</b>	What SuperSolvers Know: Change the Way You Solve Problems, Face Challenges, and Get Stuff Done
<b>Hours</b>	1
<b>Category</b>	AHIMA
<b>Added By</b>	Admin
<b>Location</b>	OHIMA 2021 Virtual Conference
<b>Instructor</b>	Courtney Clark

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## Where is my CEU Certificate?

OHIMA no longer provides provide paper CEU certificates. AHIMA does not require paper CEU certificates – only “documentation” in case you are audited. You can view/print a report of your earned CEUs by visiting your profile on the OHIMA website: [www.ohima.org](http://www.ohima.org). Click “[My CEUs](#)” under the *Members* menu. After logging in, you can export or print a PDF report of the CEUs you’ve earned with OHIMA since January 2020.

\*For accurate results, filter by AHIMA or AAPC (on the left) or it will display a total of both the AHIMA and AAPC hours.

\*Your CEUs will remain in your OHIMA profile for your reference indefinitely.

## I am missing CEUs in my profile after listening to the content in full.

Did you watch the video using Internet Explorer or a VPN? Did you watch at least 90% of the video? Any of these will prevent your CEUs from automatically applying to your OHIMA profile. If this is the case, please email [support@ohima.org](mailto:support@ohima.org) for further direction.

## **I am trying to access CEUs, but it keeps saying “loading”.**

Avoid using Internet Explorer to view your CEU report. Try accessing your CEUs via a browser such as Google Chrome, Firefox, Safari, etc. Try accessing your CEU report without a VPN. If your computer continues to say “loading”, try accessing the CEU report on your phone.

## **Are OHIMA online courses and webinars eligible for AAPC CEUs?**

AHIMA CEUs are also accepted by the AAPC! Currently, AAPC does not accept AHIMA CEUs for specialty required CEUs. Check eligibility on the [AAPC website](#).

## **Where is the code for AAPC CEUs?**

AAPC accepts AHIMA CEUs on a 1:1 basis. For example, if you earned 6 AHIMA CEUs at the OHIMA Coding Seminar, it qualifies for 6 AAPC CEUs as well. There is no need to enter a special code with your CEUs on the [AAPC website](#).

## **Why are my OHIMA CEUs not appearing in my CEU Center on the AHIMA website?**

The OHIMA website is not connected to AHIMA’s CEU Center. Therefore, you will need to manually enter OHIMA CEUs in your AHIMA CEU Center. Enter the entire event as one entry (for example: “OHIMA 2020 Virtual Conference” and the TOTAL number of CEUs you earned). Then, you can reference the detail on OHIMA’s website if needed.