



# Certified Electronic Health Records Specialist (CEHRS)

## Fact Sheet

<b>Certifying Organization</b>	National Health career Association					
<b>Description of Credentials</b>	Certified Electronic Health Records Specialist (CEHRS)					
<b>Entry-Level Annual Salaries</b>	\$33,030.00					
<b>CTE Program Alignment</b>	Medical Records Technologies					
<b>Industry-Based Certification Requirements: Students</b>						
<b>Standard / Curriculum</b>	Candidates must successfully complete a training program in the health field covered by the NHA certification exam offered by an accredited or state-recognized institution or provider. Program will use standards approved by the Arizona Department of Education associated with the Medical Records Technologies program.					
<b>Testing Methodology (consists of two tests)</b>	<b>Paper?</b>	No	<b>Online – Cognitive portion</b>	Yes	<b>Performance Exams / Tests? Psychomotor portion</b>	No
<b>Re-Testing (if available)</b>	<b>Re-Testing Procedures</b>	Candidates who wish to retake an examination must go to the NHA website and log in as a returning candidate to schedule the examination and submit the appropriate fee. Candidates who do not pass the certification exam on the first attempt will be allowed to retake the exam after a 30-day waiting period. Candidates will be allowed three attempts to successfully pass the exam, with a waiting period of a minimum of 30 days between each examination attempt. For each repeated failure after the third attempt, the candidate will be required to wait one (1) year before attempting to take the exam again. For each retake attempt, the candidate must re-register and pay the full examination price.			<b>Max Attempts</b>	After 3 attempts the candidate must wait one year to retake the exam.
<b>Testing Details (including any age requirements / accommodations)</b>	All NHA exams are multiple choice exams, administered under proctored testing conditions. Computer-based testing is available at most authorized locations and all PSI testing centers. Paper/pencil testing is available at authorized locations that do not support computer-based testing. To be considered for special accommodations, a candidate must complete the NHA Request for Accommodations Form, located at <a href="http://www.nhanow.com/help-center/forms">www.nhanow.com/help-center/forms</a> , in its entirety. Information about requesting accommodations is available on the NHA FAQ page at <a href="http://www.nhanow.com/help-center/faq">www.nhanow.com/help-center/faq</a> .					



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Industry-Based Certification Requirements: Teachers				
<b>Instructor Certification Requirements (by certifying agency)</b>	Must follow the state requirements for instructor certification.			
<b>Proctoring / Test Security (if any)</b>	All proctors at authorized test locations must complete the NHA proctor training, sign the Proctor Oath and agree to abide by all NHA testing policies and procedures. PSI testing center proctors are trained by PSI and must agree to follow PSI proctor procedures, which have been reviewed and approved by NHA.			
Certification Tracking				
<b>Credentialing Documentation</b>	Only candidates who achieve a passing score on the exam will be allowed to use the certification program credential. Certifications are valid for two (2) years and expire on the date provided on the certificate			
<b>Certification Tracking System</b>	<b>Online Tracking System?</b>	Yes	<b>Details</b>	N/A
<b>Other Details</b>	Candidates who achieve a passing score on the exam and have a current valid credential are allowed to include the certification credential (the NHA program abbreviation) behind their name. The use of the certification credential should always be in a context and using media consistent with demonstrating professional credentialing, including but not limited to: office signage, resumes, websites, business cards, presentations, introductions and electronic signatures. NHA credentials may not be used to endorse any product, service or company; or as a company, product, or brand name. Any NHA certified individual who fails to abide by this Credential Use policy will be subject to disciplinary review, including the potential revocation of his/her certificate.		<b>Expiration? Timeline?</b>	NHA certificants are required to keep their certification current through fulfilling continuing education requirements every two (2) years. This is referred to as "recertification." The purpose of recertification is to assure that professionals holding NHA credential stay current with best practices in their fields and demonstrate a continued investment in their professions. The failure to meet the recertification requirements before the expiration date of the certification will nullify the credential.
Certification Costs / Funding Sources				
<b>Cost Details</b>	\$115.00 is the cost of the exam.			
<b>Re-test / Refund Policies</b>	Rescheduling an Exam: Candidates may reschedule an examination date, without repaying the fee, to a new date within six (6) months of the original scheduled examination date. Information about rescheduling is available on the NHA FAQ page at <a href="http://www.nhanow.com/help-center/faq">www.nhanow.com/help-center/faq</a> .			
For More Information				
<b>Certifying Agency Contact Info</b>	<a href="http://www.nhanow.com">www.nhanow.com</a>			