Subscription Form

AHIMA VLab™

❑ **WE ARE NOT PURCHASING CODES AT THIS TIME (check box to left)**

Organization Name: _____

Billing Contact _____

SHIP TO:

Street 1: _____

Street 2: _____

City: _____

State:_____ ZIP: _____

Phone: _____ Fax: _____

Email: _____

BILL TO: (if different from shipping address)

Street 1: _____

Street 2: _____

City: _____

State:_____ ZIP: _____

Phone:_____ Fax: _____

Email: _____

How many of each AHIMA VLab™ Package/Bundle would you like?

_____ Health Information Administrator (HIA) Package ($ 195/each)

_____ HIA + MediRegs Bundle ($314/each)

_____ HIA + Ciox Gym Bundle ($314/each)

_____ VLab HIA + Ciox Gym + MedRegs Bundle ($433/each)

_____ Medical Coder Package ($75/each)

_____ Medical Coder + MediRegs Bundle ($214/each)

_____ Medical Coder + Ciox Gym Bundle ($214/each)

_____ Medical Coder + Ciox Gym + MediRegs Bundle ($353/each)

- If you have separate campuses that will require their own separate VLab accounts, please attach a separate sheet and provide the name of each campus and the number of student enrollments you will need for each.

- Approximately how many students do you anticipate using VLab during this subscription year? _____

How will AHIMA VLab™ access be paid for? Please select all that apply:

❑ Organization pays for students—Codes expire one year from redemption

❑ Students will purchase from the organization's bookstore—Codes are good for one year from date of redemption

❑ Students will purchase directly from AHIMA—Access is provided at the end of the online purchase transaction; the enrollment code is automatically assigned and redeemed invisibly during the transaction.

If the Organization will be paying for student enrollment codes right away, please fill in the AHIMA VLab™ total line and fill out the Method of Payment information below.

Method of Payment
By Mail:

❑ **Check is enclosed**
Make check payable to AHIMA

Mail to:
AHIMA
Depar™ent 77-2735
Chicago, IL 60678-2735

AHIMA VLab™ Total: _____

Payment (purchase order or check) must accompany enrollment code order form.

Email to: purchase@ahima.org

❑ **Purchase Order** *(purchase order MUST BE INCLUDED with this form or the order will not be processed)*

To pay by credit card, please call AHIMA Customer Relations at 800-335-5535.

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AHIMA VLab™

Organization Contact Information: Each organization is required to provide below, the name of one person who will serve as the organization's Primary AHIMA VLab™ Contact. That person is responsible for passing along to other faculty any AHIMA VLab™ account and login information, as well as any provided instructor enrollment codes. Additional AHIMA VLab™ faculty should be designated by the organization below; AHIMA recommends that all faculty who teach using the AHIMA VLab™ are listed on this form.

Organization Name *(Required)*: _____

Primary AHIMA VLab™ Contact for Academic Program *(Required)*

Name	Phone	E-mail	Campus	AHIMA 7-digit ID

Additional AHIMA VLab™ Faculty (Requesting a AHIMA VLab™ Enrollment Code for each Faculty member listed)

Name	Phone	E-mail	Campus	AHIMA 7-digit ID

Please Note: Once the organization's subscription is processed, the organization's Primary AHIMA VLab™ Contact will receive a welcome packet via email, with further instructions, current login information, and any enrollment codes purchased/issued via this form. It is expected that they will actively relay the relevant information to other faculty, students, bookstore manager or other as necessary.

Contacting AHIMA VLab™

AHIMA VLab™

If you have any questions about this enrollment agreement, the practices of this site, or your dealings with this web site, you may contact Ang'john Ferreri (angjohn.ferreri@ahima.org), Channel Sales Manager at (312) 233-1170:

AHIMA VLab™
233 N. Michigan Ave., Suite 21st Floor; Chicago, IL 60601
Call: (844) 309-3269

SIGNED BY:

_____
Print Name

_____
Signature

_____
Title

_____
Date

_____
Organization

_____
Phone

_____
Email

AHIMA:

_____
Print Name

_____
Signature

_____
Title

_____
Date

AHIMA VLab™ Subscription Form

General Information and Instructions:

Organizations must submit, and annually renew, a subscription agreement with AHIMA, via this Subscription Form. This subscription form is required to ensure that each organization's VLab access is appropriately designed. Organizations do not need to pay AHIMA a "right to use" fee for AHIMA VLab™. Instead there is a per-user fee for each AHIMA VLab™ user's (student) enrollment code. AHIMA VLab™ is structured such that each organization is established as its own entity to ensure that user data is appropriately aligned with their organization, and that only their organization's VLab Primary Contact and other VLab faculty can see that data.

AHIMA VLab™ provides multiple purchase mechanisms to be determined by the subscriber organization.

AHIMA VLab™ is integrated with AHIMA's Association Management System (AMS), and when a user accesses AHIMA VLab™, they will perform a single sign-on (SSO) process with both VLab and the AMS. For this to be accomplished, all AHIMA VLab™ users will need to be enrolled in AHIMA's AMS. The enrollment process is part of the login process the first time a user attempts to access VLab™ and does not require active AHIMA membership.

AHIMA VLab™ enrollment codes give one year of continuous access from the day the enrollment is redeemed.

There are eight purchase options and three methods of purchase:

- **AHIMA VLab™ Health Information Administrator Package (formerly known as VLab Full Access):** Includes every application and resource VLab™ HIA offers; enrollment codes for this package are $195 each.

- **AHIMA VLab™ Medical Coder Package (formerly known as VLab Encoder Only):** Includes only the encoders (Nuance Clintegrity, 3M and Find-A-Code) as well as the Patient Cases; enrollment codes for this package are $75 each.

- **AHIMA VLab™ Health Information Administrator & MediRegs Coding Center for Students Bundle:** Includes every application and resource VLab™ HIA offers plus the MediRegs Coding Center for Students (an online reference for learning to code); enrollment codes for this package are $314 each.

- **AHIMA VLab™ Medical Coder & MediRegs Coding Center for Students Bundle:** Includes the encoders applications (Nuance Clintegrity, 3M and Find-A-Code) as well as the Patient Cases, plus the MediRegs Coding Center for Students (an online reference for learning to code); enrollment codes for this package are $214 each.

- **AHIMA VLab™ Health Information Administrator & Ciox HealthSource Gym Bundle:** Includes every application and resource VLab™ HIA offers plus the Ciox HealthSource Gym (for medical coding practice); enrollment codes for this package are $314 each.

- **AHIMA VLab™ Medical Coder & Ciox HealthSource Gym Bundle:** Includes the encoders applications (Nuance Clintegrity, 3M and Find-A-Code) as well as the Patient Cases, plus the Ciox HealthSource Gym (for medical coding practice); enrollment codes for this package are $214 each.

- **AHIMA VLab™ Health Information Administrator & MediRegs Coding Center for Students & Ciox HealthSource Gym Bundle**: Includes every application and resource VLab™ HIA offers, plus the MediRegs Coding Center for Students (an online reference for learning to code) plus the Ciox HealthSource Gym (for medical coding practice); enrollment codes for this package are $433 each.

- **AHIMA VLab™ Medical Coder & MediRegs Coding Center for Students & Ciox HealthSource Gym Bundle:** Includes the encoders applications (Nuance Clintegrity, 3M and Find-A-Code) as well as the Patient Cases, plus the MediRegs Coding Center for Students (an online reference for learning to code)plus the Ciox HealthSource Gym (for medical coding practice); enrollment codes for this package are $353 each

The subscriber organization must provide the following information:

- The number of campus locations (to use AHIMA VLab™) which the organization wants to consider a separate entity (this is only if you need each campus to have its own roster and order enrollment codes separately from each other; this is very rare and normally not requested):
    - i.e. 3

- The name of each campus location which the organization wants to consider a separate entity
    - i.e.:
        » AHIMA Central
        » AHIMA East
        » AHIMA West

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• The planned method of payment

  - i.e.:

    » Organization will purchase for all users via a single purchase

    » Users will purchase individually from Organization's representative

    » Users will purchase individually directly from AHIMA

      • Note: An organization can choose any combination of methods

  - *If the organization bookstore will be purchasing for all users*— this form provides the purchasing information that will need to be filled out.

    » Using this approach, the organization's Primary VLab Contact will receive enrollment codes and instructions for use, unless you designate a different Shipping Contact.

    » Using this approach, the individual who is listed as the shipping contact in the Bookstore Order Form will receive enrollment codes and instructions for use.

  - *If the users will be purchasing directly from AHIMA,* they may do so by going to http://my.ahima.org/ store and clicking "VLab Access" under Product Categories (or just search for VLab at the top of the page); in this instance, the payment area of this form may be left blank.

PLEASE READ: IMPORTANT NOTE ABOUT THIS FORM:

This form is used for multiple purposes:

1. To inform AHIMA that you want to use AHIMA VLab™, and agree to the terms and conditions regarding an AHIMA VLab™ subscription. AHIMA needs this information in order to set your school up in the VLab and to ensure that we have the correct contact information for your organization's Primary VLab Contact and instructors. All organizations that will be using AHIMA VLab™ need to provide this information to AHIMA.

    If using the form for this purpose only, please check the box at the top of the next page and DO NOT provide any billing information.

2. For organizations that will be purchasing AHIMA VLab access for their students as well as informing AHIMA if you plan on having multiple separate campuses (not normally the case).

    If using the form for all purposes (beginning/renewing an AHIMA VLab™ subscription as well as purchasing VLab enrollment codes), please do not check the box at the top of the next page and, instead, fill out the shipping, billing and payment information.

Latest Additions to AHIMA VLab™:

• AHIMA delivers coursework through Brightspace, a new learning management system from global learning technology leader Desire2Learn (D2L). The new mobile-friendly system is more intuitive, easy-to-navigate, and offers a corresponding app for greater accessibility.

• There is an instructional video to help you navigate the new Brightspace system, and is located at https://www.youtube.com/watch?v=3PR_WIR2Wog

• If you need technical assistance, we are available at academyhelp@ahima.org or (844) 309-3269.

AHIMA VLab® Description

AHIMA VLab™ includes:

- Health information applications and patient databases

- A repository of learning resources to use with the lab applications

- A web portal providing access to the lab applications for both traditional classrooms and self-paced learning

AHIMA VLab™ instructors receive access to the repository of course materials which are linked to specific lab applications. Student access to lessons and linked lab applications is granted by authorized instructors or administrators from the students' respective organizations, and may also require payment of individual user fees (depending on pricing plan selected by the organization).

AHIMA VLab™ Services

AHIMA VLab™ Access—VLab applications are available via the internet, 24x7.

Concurrent User Limits: Access to some AHIMA VLab™ applications is subject to concurrent user license restrictions (currently 3M Encoder, Argo and Meditech). These lab applications are on a first-come, first-served basis, until concurrent user capacity is reached. However, there is almost never an issue with reaching user capacity, and the vast majority of the time all AHIMA VLab™ applications are available for users to access at all times.

AHIMA VLab™ Technical Support—AHIMA representatives provide user support services (password reset, login assistance, registration assistance, etc.) via phone at (844) 309-3269, or via email at academyhelp@ahima.org. AHIMA VLab™ Support is available M-F 9 a.m.–7 p.m. CT, excluding holidays observed by AHIMA. AHIMA representatives can also provide limited lab application and/or lab infrastructure tools support Monday through Friday (8 a.m.–5 p.m. CST). Depending on the nature of the problem, AHIMA may need to contact vendor support for assistance. In those cases, AHIMA representatives will provide updates to the user regarding the status of the problem until the problem has been resolved.

Downtime recovery—varies by vendor application and nature of problem; may require 1-2 business days to restore service or longer, but downtime is typically no more than a few minutes, and during scheduled maintenance windows we inform instructors well in advance via annoucements within the AHIMA VLab® course.

Organization and/or Individual User PC Requirements

AHIMA VLab™ system requirements for individual users' PCs (subject to change).

Software (no additional software purchases are required; all required installations are free):

- Depending on the application, Windows 7, 8, 10 & 11 are supported, as well as Mac OS, but each AHIMA VLab application has different compatibility requirements (specific system information is provided to all users within the course, and is available upon request).

- Internet access required is: Broadband High-Speed, Cable, or DSL.

- Depending on the application, Internet Explorer 9 and above, Firefox and Google Chrome are supported.

- Again, each program has different requirements. Some are browser- and OS-agnostic while others may only work with a specific browser or OS; this information is provided to all users.

- AHIMA websites requiring login, including the AHIMA Learning Center where the AHIMA VLab™ course is hosted, no longer support Internet Explorer. In some cases you may need to access the AHIMA VLab™ course through one browser, and an application that requires Internet Explorer in that browser.

- Additional requirements for individual applications and instructions for changing computer settings or installing software are provided in the lessons, the FAQs and by request.

Hardware:

- 1Ghz Intel or AMD processor (minimum)

- 2 GB of RAM (minimum)

- AHIMA VLab™ is best viewed at a screen resolution of at least 1024 x 768. Otherwise you may experience clipping or pixilated content.

- Firewall (Connecting to the VLab requires that you have port 443 open. Please see your network administrator for assistance) .

Accessibility

Section 508 requires that US Federal agencies' electronic and information technology is accessible to people with disabilities. The requirements for web-based applications are covered in detail in Section 508, Subpart B, and Subsection

Description

1194.22, available for reference at www.section508.gov. AHIMA will, wherever possible, ensure that VLab applications meet section 508 levels of compliance.

Billing Contact

Each subscribing organization must provide the name, phone, and email information of one staff person designated as billing contact. The billing contact is responsible for submitting timely payment for academic subscription.

Organization Contacts

Each subscribing organization must provide the name and email information of a staff person designated as Primary AHIMA VLab™ Contact. Organizations may designate additional faculty, if desired.

Enrollment of Instructors and Students in AHIMA VLab™

Individual instructors and students will self-enroll themselves with AHIMA VLab™ access using enrollment codes. The Primary AHIMA VLab™ Contact will receive free enrollment codes for all faculty members listed on page 2 of this agreement. Students will receive AHIMA VLab™ enrollment codes either through their organization, or by purchasing them through their bookstore or directly through the AHIMA Web Store. **ENROLLMENT CODES CAN BE REDEEMED UP TO TWO YEARS AFTER PURCHASE**. Each enrollment code currently provides one year of access to AHIMA VLab™ Health Information Administrator or AHIMA VLab™ Medical Coder, depending on the type of codes purchased. The Primary AHIMA VLab™ Contact is provided detailed enrollment instructions to share with faculty and students when the subscription begins.

For renewing subscriptions, all existing AHIMA VLab™ enrollments will remain active until their set expiration dates. Often, returning instructors will not have to re-enroll until sometime during the subscription period. Once a faculty enrollment code expires, faculty should use one of the free faculty enrollment codes provided via the organization's Primary AHIMA VLab™ Contact. The Primary AHIMA VLab™ Contact person must provide all additional Faculty user information (last name, first name, email) on the organization's AHIMA VLab™ Subscription form.

Additional enrollment codes for students may be purchased at any time during the subscription period; free enrollment codes for new instructors may also be requested at any time during the subscription period.

Multi-Campus Subscription Information

Organizations with multiple campuses may list each campus separately, allowing them to manage student and instructor enrollments by campus, if desired. If designating multiple campuses for a single organization, students and instructors must be assigned only to one campus. Campus designation does not restrict class registration – students and/or instructors may be registered in classes from more than one campus within an organization.

Ownership & Confidentiality

AHIMA owns and retains all right, title and interest in and to the AHIMA Programs and all intellectual property rights therein, other than any rights expressly granted to the subscribing organization in this Agreement. The organization acknowledges that AHIMA Programs belong to AHIMA, and that AHIMA has the right to enforce this Agreement. Except as expressly provided herein, nothing in this Agreement shall be interpreted as granting to the subscribing organization or any other entity, any right, title or interest in or to the AHIMA Programs. The subscribing organization owns and retains all right, title and interest in and to all user identity and performance information whether supplied by the subscribing organization or its users.

AHIMA acknowledges that all organization user identity and performance information including usage data and scores ("User Data"), whether provided by the organization or created by AHIMA pursuant to this Agreement, are the confidential and proprietary information of the organization governed by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. & 12328, and agrees not to use such information for any purpose other than the performance of its responsibilities herein.

Cancellations and Refunds

Any unused AHIMA VLab™ enrollment codes (or, if the student purchased access directly, any registered AHIMA VLab™ enrollments which AHIMA verifies have not been accessed) are eligible for a refund if cancelled within thirty days of the date of purchase, minus a $25 cancellation fee.

Refunds will not be issued after 30 days from the purchase date. Customers who have cancelled their purchase will be un-enrolled from the VLab course and will not have access to any of the online content or course-related user data. Cancelled courses will not appear on the learner's transcript. Refund requests may be submitted in writing or by phone by contacting customer support at (844) 309-3269 or academyhelp@ahima.org.

Termination of Subscription

AHIMA reserves the right to terminate an organization's subscription/access to AHIMA VLab™ for any of the following reasons (upon written notice and organization's opportunity to cure said breach):

- Nonpayment—Failure to make subscription

payment, provided AHIMA provides written notice of the failure and ten (10) business days to cure.

- Expired subscription period—If AHIMA provides 90 days prior written notice and organization fails to renew the subscription at least 15 days prior to the next subscription period, organization access may be terminated at the start of the new period.

- Failure to comply with registration requirements– If an organization fails to provide updated user account information per registration procedures (provided AHIMA provides at least 10 days advance written notice), provides access to unauthorized individuals, or if AHIMA reasonably determines an organization otherwise misuses administrative or instructor user accounts, organization user accounts may be terminated by AHIMA. Alleged misuse of student user accounts will be evaluated by both parties and a resolution will be sought before the suspension or termination of such accounts.

- Failure to follow the AHIMA Code of Ethics provided AHIMA provides at least 30 days advance written notice.

The terms and conditions of this agreement can only be modified by written agreement by both parties to the agreement. Any changes in the agreement shall not be binding on either the organization (purchaser) or AHIMA unless such changes have been approved in writing by the authorized AHIMA representative and by an authorized organization representative.

Warranty and Disclaimer

To the extent permitted by applicable state law, AHIMA warrants and represents that it has the right to grant any rights that are purported to be granted by AHIMA pursuant to this Agreement and does not infringe on any third party intellectual property rights. AHIMA is not responsible for, and expressly disclaims all liability for, damages of any kind arising out of use, reference to, or reliance on any information contained within the site. Although AHIMA's VLab site may include links providing direct access to other Internet resources, including web sites, AHIMA has not participated in the development of those other sites and does not exert any editorial or other control over those sites. AHIMA is not responsible for the accuracy or content of information contained in these sites.

Links from AHIMA VLab™ to third party sites do not constitute an endorsement by AHIMA of the parties or their products and services. The appearance on the web site of advertisements and product or service information does not constitute an endorsement by AHIMA, and AHIMA has not investigated the claims made by any advertiser.

Reservation of Rights

AHIMA expressly reserves the right, upon written notice, to modify, even after agreements have been filed and accepted, its lesson materials, and application policies or requirements, including administrative fees, specific forms, or procedures.

Limitation of Liability

In no event will either party's aggregate liability arising out of this Agreement exceed the sum of all fees paid to AHIMA by an Organization hereunder; no cause of action which accrued more than 1 year prior to the filing of a lawsuit alleging any claim hereunder may be asserted against either party by the other party; and neither party shall have any liability to the other party for any special, incidental, consequential or indirect damages arising out of this Agreement, whether based in contract, tort (including negligence) or any other theory of liability, even if the applicable party has been advised of the possibility of such damages.

Applicable Law, Jurisdiction and Venue

This Agreement shall be governed by and construed under the laws of the State of Illinois without regard to conflicts of law. Any action arising out of this Agreement shall be brought in the Circuit Court of Cook County in the State of Illinois, or the Federal District Court for the Northern District of Illinois, and the parties hereby consent to the jurisdiction of such state and federal courts. The parties hereby agree that the venue of such courts is proper. The prevailing party in any such action shall be entitled to all costs, including reasonable attorneys' fees, incurred to enforce its rights hereunder.

Force Majeure

Neither party to this Agreement shall be liable for delay or failure in the performance of any of its obligations hereunder if such delay or failure is due to causes beyond its reasonable control including, without limitation, acts of God, fires, earthquakes, strikes and labor disputes, acts of war, civil unrest or intervention of any governmental authority except as expressly provided herein, but any such delay or failure shall be remedied by such part as soon as is reasonably possible.