





# General Information

## REGISTRATION INSTRUCTIONS

Registration and name badges are required for admission to the sessions and Exhibit Hall. Registration fees cover continental breakfast, lunch (if selected when registering), program materials, admittance to the OHIMA Exhibit Hall, speaker expenses, and any planned social events.

If paying by check, complete the registration form in this program and send with check payable to OHIMA. Mail to: OHIMA, PO Box 824, Worthington, OH 43085.

    We now accept Discover and American Express in addition to Visa and MasterCard. To pay by credit card, visit the Annual Meeting section of our website at [www.ohima.org](http://www.ohima.org) and follow the registration links using our secure server through PayPal.

Registration and payment must be postmarked or submitted online **NO LATER** than **March 9, 2012** to qualify for the early bird discount. **All registrations must be prepaid, purchase orders are not accepted.** You may register after 3/9/12 or onsite at the meeting, but must pay the late fee charges. For those registering onsite, a \$15 processing fee will be added to the total fee. **NOTE: Registration confirmation letters will not be sent.**

To qualify for the \$60 discount, you must be an active OHIMA member registered for all three days. Full conference registration rates for active members: Early Bird (by 3/9) = \$285; Late (after 3/9) = \$330. Non-members and member categories that are already discounted do not apply.

**OHIMA Board of Directors:** OHIMA officers and directors on the Executive Board have their registration fee waived for the entire program. Committee chairmen, project leaders, and regional presidents have their registration fee waived for one day of their choice. All board members attending are required to mail in the completed registration form.

**Students/Emeritus:** To qualify for the STUDENT rate, you must be an active student member of AHIMA with Ohio as your chosen state association. Note that "New Graduate" membership status does not qualify for the student rate. To qualify for the EMERITUS rate (formerly 'senior'), you must be designated as an emeritus member of AHIMA with Ohio as your chosen state association.

**New Graduates:** To qualify for the NEW GRAD rate, you must be designated as a new graduate member of AHIMA at the time of registration, with Ohio as your chosen state association.

## CANCELLATION POLICY

Registration fees will be refunded less a \$25 processing fee if notice is received by Monday, March 12, 2012. Cancellations received after this date will not receive a refund. Substitution of registrants is permitted - please contact OHIMA.

## EXHIBIT HALL

The Exhibit Hall will be located in the Easton Grand Ballroom and adjacent foyer areas on the main floor. Visit the Exhibit Hall section of [www.ohima.org](http://www.ohima.org) to view an up-to-date floor plan, directory of participating exhibitors, and to take a virtual tour in our *Browse the Booths* feature.

## EXHIBIT HOURS:

Tuesday: 8:00 am - 9:30 am; 11:30 am - 5:30 pm  
and Wednesday: 8:00 am - 1:00 pm

One CE credit may be earned for this meeting by visiting the exhibitors for a minimum of one hour.

## MEETING MATERIALS

All speaker materials will be provided electronically in lieu of the printed handouts. At the meeting, you will receive a cd containing speaker handouts for all three days. You'll also receive access to the speaker presentations to download from our website allowing you to print session handouts and bring to the convention if desired. Materials will be posted online beginning March 19, 2012 and will remain available at least two weeks after the meeting. Access instructions will be sent to your registered email address. A folder containing additional materials and 'Notes' pages will be provided at the meeting with your cd of speaker presentations.

## HOTEL RESERVATIONS

Lodging arrangements should be made directly with the Hilton Hotel (614/414-5000). To receive the OHIMA convention discount rate, make your reservation prior to the deadline of **March 3, 2012** and tell the hotel that you are with the OHIMA meeting. A reservation form for the hotel is included below for your convenience. The hotel must receive this form by the **3/3/12** deadline. Or, if you prefer to make your reservation online, follow the hotel links located at [www.ohima.org](http://www.ohima.org) in the Annual Meeting section of our website to access our customized reservation page.

Reservations requested after March 3, 2012 or after the room block has been filled are subject to availability and may not be guaranteed at our special convention rate. Thus, you are *strongly* encouraged to make your reservations early.

## MISCELLANEOUS

Business casual attire is suggested. Visit the OHIMA web site at [www.ohima.org](http://www.ohima.org) for meeting information and important updates. For further information, contact: Amy Dotts, RHIA - Director of Meetings | [meetings@ohima.org](mailto:meetings@ohima.org) | 614/847-0160.

# 2012 Highlights



**A Carnival of Opportunities!** - Step right up and take advantage of the many learning and networking opportunities that our show has to offer. These are exciting times in HIM and our programming committee has developed a comprehensive program that focuses on the information you need to know and take home with you - all while enjoying the fun carnival atmosphere of the conference!

**\$60 Savings for OHIMA Members Attending the Entire Meeting!** - Attention all active OHIMA members: Register for all three days and receive a \$60 discount! Full conference registration discount is only available to active OHIMA member categories not already discounted. See the section in General Information on 'Registration Instructions' for details.

**Up to 16 CEUs!** - All sessions have been approved by AHIMA for 5 CEUs each day with 1 additional CEU if you attend the Exhibits for a minimum of one hour. As a state branch of AHIMA, all sessions are also approved for continuing education credit by The American Academy of Professional Coders (AAPC).

**CD and Online Handout Access** - Everyone who registers for the meeting receives a cd of speaker materials for all three days and online access to these materials one week prior to the meeting. See the section in General Information on 'Meeting Materials' for details.

**Exciting Exhibitor Raffles!** - Wonderful prizes will be raffled off in the Exhibit Hall on Tuesday and Wednesday during peak exhibit hours. Learn about new products the exhibitors have to offer and you may even win a prize!

**Easton Raffles!** - The Easton Gift Card raffle will be held each day and you will automatically be entered if you submit your registration and payment by the Early Bird Deadline (3/9/12). Two \$50 Easton gift cards will be raffled off each day to be used at one of the 180 Easton merchants adjacent to the hotel. The more days you register, the better chance you have to win - register for all 3 days and you have 6 chances to win!

**Unwind & Network** - After a full day of sessions, take time to relax and network with your friends and colleagues. All registrants and exhibitors are invited to attend our social events while enjoying complimentary snacks and drinks. Monday will feature our Meet & Greet Happy Hour and Tuesday is the Wine & Cheese reception in the Exhibits.

**Beautiful Location & Free Parking** - The Hilton Columbus at Easton Hotel is an elegant upscale hotel conveniently located within the Easton Town Center and easily accessible off I-270 with ample free hotel parking. Allow extra time to visit the unique Easton Town Center where you'll find more than 180 of the finest shops and unique dining and entertainment - all within walking distance of the hotel.

Hilton Columbus at Easton  
(614) 414-5000

OHIMA 32nd Annual Meeting  
March 26 - 28, 2012

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
Check-in time: 4:00pm Check-out time: 12:00 noon

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Sharing Room With: \_\_\_\_\_

Requested Room Type (tax not included):

Deluxe Room - 1 king bed (\$189)  Deluxe Room - 2 double beds (\$189)

## HOTEL RESERVATIONS FORM

If using this form to reserve your accommodations, the Hilton Hotel must receive it no later than **March 3, 2012**. Be sure to identify yourself with OHIMA to receive the convention rate.

**Mail to:** Hilton Hotel, 3900 Chagrin Drive, Columbus, OH 43219

Reservations received by the hotel after March 3, 2012 or after the room block has been filled are subject to availability and may not be available at discounted rate.

Guaranteed by one of the following:

American Express/Optima  Diner's Club  Discover

Carte Blanche  Mastercard  Visa

Amount: \$ \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature: \_\_\_\_\_