



Radiology Coding Certification Board

Application for Continuing Education Credit Acceptance

General Information

Hand written applications are acceptable if legible.
Incomplete or illegible applications will be returned immediately without review .

- I. Submit one (1) copy of the completed application forms.
- II. Submit one (1) copy of:
 - Detailed program outline (For day or partial day programs, include an agenda outlining the day including breaks and meal periods.)
 - Educational materials (slides and handouts)
 - Current curriculum vitae for all faculty members and/or authors
- III. If accepted program is significantly modified (speaker, content, timeframe) during the accreditation period, the following must be submitted to the RCCB Executive Office:
 - Letter detailing modifications
 - Supporting documents
- IV. Use only the forms provided. Please check our website www.rccb.org, before applying as the forms may have been revised.
- V. The application will be reviewed based upon objective criteria including quality and accuracy of content, appropriateness for RCC education, comprehensiveness, format of presentation and faculty experience and qualifications.
- VI. If an application is initially denied acceptance, an explanation of the grounds for such decision will be provided and the sponsor may provide additional information for consideration. If the determination remains denial, there is no further appeal and the review fee is non-refundable. The sponsor may submit further applications for approval at the normal fees.
- VII. Contact the RCCB Executive Office for assistance.



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Time Frame for Submission and Fee Schedule

- I. Time frame for submission:
Prospective: Application must arrive at the RCCB Executive Offices no later than eight (8) weeks prior to the first date of presentation.

Retrospective: Application must be received at the RCCB Executive Offices no later than three (3) months following the completion of the program. Acceptance will be given for programs presented during the current calendar year.

- II. Duration of Approval: One (1) year from date of first presentation.

- III. Fee Schedule (review fees are non-refundable):

Industry / Non-profit Association

Review \$200 plus \$25 per CEU approved
Presentation \$25 per CEU per presentation

Enduring Media, Self-learning

Review \$200 plus \$25 per CEU approved

RBMA Affiliate and Radiology Practices

Review \$100 plus \$15 per CEU approved
Presentation No charge

*Note: The fee may be changed at any time as deemed appropriate by the RCCB Board.
A new fee will be published in the RCCB Web site, www.rccb.org.*

- IV. Make check payable to RCCB. Return the completed application and check to:

RCCB
10300 Eaton Place, Suite 460
Fairfax, VA 22030

The application will not be reviewed if the full review fee is not enclosed. If accepted, you will be invoiced for the per CEU fee and presentation fee. If you give a presentation not listed on this application, you must notify RCCB and pay the presentation fee or CEU applicants for RCCB recertification will not be given credit for attendance.

Submitted review fees are non-refundable.



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Program Overview

- I. Program Title: _____
- II. Teaching Methodology:
- Face-to-face Classroom Instruction
 - Independent Study
- III. Evaluation Method: _____
- IV. Target Audience:
- Coders/Billers
 - Managers/Supervisors
 - Educators
 - Physicians
 - Nurses



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Application

I. Name of Organization, Sponsor or Provider: _____

Address: _____

City / State / Zip: _____

II. Contact Person Name: _____ Phone Number: _____

Contact Email Address: _____

Credit Card #: _____ Exp. Date _____

Cardholder Name: _____

Cardholder Signature: _____

Amount to be Charged \$ _____

III. Co-providers: _____

IV. Number of CEUs Requested: _____

V. Will this Program be Repeated: yes no

VI. Presentation Date: _____ Location: (city/state) _____

If presenting more than eight (8) times during the accreditation period, please use a separate sheet of paper to list the additional presentation dates and locations.



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Content

Title (Content)	Time (Speaker Minutes)	Faculty (Name)	Teaching Method