AHIMA Press Academic Instructor Material Access Instructions

Dear Instructor:

In order to access instructor materials, send an email to <u>publications@ahima.org</u>. Your email <u>must</u> contain *all of the following information*:

- Your name (first and last)
- Your title
- Your school/institution's full name
- City, state, and/or country where your school/institution is located
- Your email address (Use your school/institutional email address if you have one. This makes the verification process much faster, and you will get your materials sooner.)
- Your phone number (with extension, if applicable)
- The name of your supervisor or someone who can verify your instructor status
- The email address and phone number of the person who will verify your instructor status
- The title of your course(s)
- The full title and ISBN of the book(s) you have adopted or are reviewing for your course(s)

Please allow *up to 5 business days* for a response and verification. **Instructor materials are only provided to verified instructors employed at a school with an .edu address. In order to protect our content (and keep answer keys from reaching students), no exceptions can be made.**

If you also need a desk or review copy, use this form: https://secure.ahima.org/publications/compcopy/login.aspx

Thank you for your interest in AHIMA Press textbooks.