

## AHIMA VLab Enrollment Code Order Form (For Currently Enrolled Organizations Only)

**AHIMA Virtual Lab Student Enrollment Codes:** A unique enrollment code is required for each student to complete his/her individual account registration in the AHIMA Virtual Lab. For volume orders, enrollment codes are provided to organizations via a text file listing all of the codes ordered. Individual enrollment codes can be distributed by your organization as students need them. Each enrollment code can be used only one time. Enrollment codes give students AHIMA Virtual Lab access **for 1 year from the date they redeem the code.**

**Return Policy: ENROLLMENT CODES CAN BE REDEEMED UP TO TWO YEARS AFTER PURCHASE!** However, if necessary, unused AHIMA VLab codes are eligible for a refund if cancelled within 30 days of the date of purchase, minus a \$25 cancellation fee. Refunds will not be issued after 30 days from the purchase date.

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

AHIMA School ID# (**REQUIRED** unless new VLab school, to ensure orders are placed on correct account): \_\_\_\_\_

Billing Contact: \_\_\_\_\_

<p><b>Ship To:</b></p> <p>Street 1: _____</p> <p>Street 2: _____</p> <p>City: _____</p> <p>State: _____ ZIP: _____</p> <p>Phone: _____ Fax: _____</p> <p>Email: _____</p>	<p><b>Bill To: (if different from shipping address)</b></p> <p>Street 1: _____</p> <p>Street 2: _____</p> <p>City: _____</p> <p>State: _____ ZIP: _____</p> <p>Phone: _____ Fax: _____</p> <p>Email: _____</p>
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If you are purchasing codes for multiple campuses that are currently separate entities in AHIMA VLab, please attach a separate sheet and provide the name of each campus and the # of student enrollments you will need for each campus.

- As of January 2 2020, all new codes purchased will give students access to their courses via the new Brightspace LMS, which will be accessed through the new AHIMA Learning Center.
- If you had students begin their course before January 2 2020, and new students redeem codes purchased after that date, please be aware that your new students will be in a different LMS environment than previous students.

AHIMA VLab Student Enrollment Code	Rate Code	Unit Price	Quantity	Total Price
AHIMA VLab Full Access	VLBULK01	\$100		
AHIMA VLab Encoder Only	VLENC01	\$75		

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

**Mail to:**  
**AHIMA**  
**Department 77-2735**  
**Chicago, IL 60678-2735**

**AHIMA VLab Total:** \_\_\_\_\_

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

**Make check payable to AHIMA**

**Fax to: 312-233-1488**

**Email to: [purchase@ahima.org](mailto:purchase@ahima.org)**

Purchase Order (**purchase order MUST BE ATTACHED to this form or the order will not be processed**)

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