

American Institute of Healthcare Compliance (AIHC)

Article Editorial Guidelines

Are You Interested in Writing a Blog Article?

AIHC is always seeking fresh ideas on current health care compliance topics for our members and affiliates. First, visit our blog at <https://aihc-assn.org/blog> and note the categories listed on the right side. These categories represent the range of compliance topics we publish. You are not required to be a credentialed AIHC member to submit an article. However, there are a few guidelines to follow when submitting an article for publication.

Your Article Must Speak to the AIHC Audience

The AIHC audience is made up of healthcare professionals seeking resources and professional updates. Our audience includes health care administrators, C-Suite executives, compliance officers, HIPAA privacy and security officers, IT managed service providers, coders, auditors, government investigators or agents, consultants and others in similar professional roles. The goal of our blog is to provide accurate, timely information about healthcare and healthcare compliance topics to enrich their knowledge.

Submit Original Work

We will not publish an article if we find that it has already been published elsewhere. AIHC credentialed members can earn CEUs by writing an article for publication, so we are focused on publishing original content reflecting your expertise. Your education and experience must support the topic of the article being published. As a subject matter expert, the majority of the content should be from your knowledge and supported by referencing government resources, health care law, etc. When using any quotes or content within your article, reference the source.

Some Things to Consider

We recommend that you read through some of our blog articles to get an idea of how we present information about various topics. If you include your own beliefs, experiences or assumptions, please clarify accordingly so as not to be attributed as fact. If you reference other copyrighted works, you must have permission or cite your sources. We will proofread all submitted articles for spelling, grammar, and adherence to the AIHC Professional Article Guidelines listed below. AIHC reserves the right to edit your article as deemed necessary prior to publication or to refuse material requiring extensive editing. We also reserve the right to add calls-to-action to relevant AIHC programs and courses at the end of your article.

AIHC Professional Article Guidelines

- **Topics:** Email your article proposal to healthcaretraining@aihc-assn.org.
- **Length:** Articles shorter than 500 words will not be considered for publication or CEUs. Recommended length is 1,000 – 2,500 words.
- **Tone and Style:** The overall tone of your article should be professional. It should be clearly structured with an appropriate use of headers to distinguish between different sections.

- **Quality Expectations:** It is expected that articles will have correct spelling, grammar, punctuation and proper attribution of any outside sources used in the article.
- **Links in the Body of the Article:** As a nonprofit organization, AIHC is not able to promote other businesses on our website/blog. We only allow links to government websites and resources that are provided for the purpose of allowing readers to obtain more information. No other external links are permitted.
Please Note: If you have additional links or resources that you would like to include in your article, you must list all non-government website and resource links at the end of your submitted article (label this section as “Additional Resources”). Non-government resources and links will be reviewed and AIHC reserves the right to remove non-government sources, as well as information gained from such sources, from the body of your article as is deemed necessary prior to publication.
- **Images and Media:** No images or media may be included in your submission. Any images added to the article will be chosen by AIHC at the time the article is published.
- **Prohibited Material:** Marketing of products or services from businesses other than AIHC; critiques of individuals or organizations; political, offensive, objectionable or incorrect material.

How to Submit Your Article

Articles should be submitted in Word via email to healthcaretraining@aihc-assn.org. Please include your name, professional credentials, title, and your organization’s name. Electronic newsletters promoting specific blog articles may include this information. If you have a brief biography and/or professional photo we can include this at the bottom of your article as well.

We will notify you if your article has been chosen for publication along with the approximate date that your article will be published and the number of CEUs you have earned (if applicable).

AIHC Credentialed Members: Earning CEUs By Writing an Article

Even if your article is not chosen for publication, you can earn CEUs provided you adhere to these editorial guidelines. Articles must be a minimum of 500 words*.

Word Count	Number of AIHC CEUs Earned
500 – 649 words	2 CEU (Available Core Category)
650 – 900 words Focusing entirely on the article topic	3 CEUs (Available Core Category)
650 – 900 words With a main section in the body of your article (approximately 175 – 275 words) discussing how the article topic relates to either HIPAA Compliance or Ethics	4 Total CEUs, Which Includes: <ul style="list-style-type: none"> • 2 CEUs (Available Core Category) • 2 CEUs (HIPAA or Ethics Category)

***Please Note:** The number of AIHC CEUs earned from your article will be based on the length of your initial submission prior to any edits we make.

Questions? Any inquiries regarding the blog can be directed to healthcaretraining@aihc-assn.org.