

## Candidate Information

Date: \_\_\_\_\_

Candidate ID \_\_\_\_\_

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address (required) \_\_\_\_\_

Office Telephone \_\_\_\_\_ Mobile Telephone \_\_\_\_\_

**Which credential are you inquiring about?**     HCS-D ICD-10     HCS-O     HCS-H     HCS-C

## Request type

Please check below the reason why you are contacting BMSC, with a brief description of the issue. You will be contacted by a BMSC representative within 10 business days to address your concern.

### Appeal

Certification holders and candidates can request a BMSC review of decisions made or actions taken related to the following (check all that apply):

- Test administration
- Test results
- Certification status (censure, suspension, revocation)
- Denial of continuing education credits

Description of problem/concern: (Please provide a detailed explanation of the event or action that occurred and why you want BMSC to review). \_\_\_\_\_

**\*NOTE: ONLY the four above topics will be reviewed for an Appeal.**

### Waiver of continuing education requirement

- Short term
- Permanent

Reason for request: \_\_\_\_\_

### Extension to take the initial or retake exam or to complete continuing education requirements (Check all that apply)

- Natural disaster: In the event of bad weather, a natural disaster, or another emergency (for example: a test center power outage)
- Medical or Personal Emergency: A medical or personal emergency is an unplanned event that prevents you from taking the exam. A medical or personal emergency may apply to you or one of your immediate family members; spouse, child, or parent as defined by the Family Medical Leave Act. Documentation (i.e. doctor's note, emergency room forms, obituary) showing why you could not take your exam will be required.

*\*Note: If the candidate has met one of the above special circumstances, requests an extension for an exam or certification eligibility period, and is approved the extension, the fees that apply are:*

- 1.) First Approved Request for an Extension - \$75 (valid for 45 days)
- 2.) Second and Final Approved Request for an Extension - \$150 (valid for an additional 30 days). No additional extension will be authorized.

For guidelines, requirements, and remedies available to you for the above topics, please see the Candidate Handbook respective to your certification.