



RELEASE OF INFORMATION GUIDE ORDER FORM

The Release of Information Guide has been compiled by IHIMA in conjunction with Hall, Render, Killian, Health and Lyman. Revision ~ March 2008. You will receive the RELEASE OF INFORMATION GUIDE - in two formats: on paper ~ hole punched and ready for a binder and on CD.

*****ORDER FORM*****

	Quantity	COST	Enter amount
Member Cost (AHIMA# required)*		\$300.00	
Sales Tax = 7% or tax exempt # **		21.00	
Shipping & Handling per book		10.00	
		TOTAL:	
Non-Member Cost		\$345.00	
Sales Tax = 7% or tax exempt # **		24.15	
Shipping & Handling per book		10.00	
		TOTAL:	

*AHIMA ID# required for AHIMA ACTIVE member designation pricing ~ all other member type pay non-member fee – you will be billed for difference if your designation per AHIMA is not ACTIVE.

TAX EXEMPT #: _____ **

**Tax exempt # - must be provided at the time of the order OR you will be required to pay sales tax.

AHIMA membership #: _____

Name/ Title: _____

Facility: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

ALL ORDERS MUST BE PREPAID

Paypal payment & email order available. Please send your payment to centraloffice@ihima.org via email.
If not paid by paypal ~ Please return this form and check made payable to:

**IHIMA Central Office - P.O. Box 96
Ireland, IN 47545-0096
Phone: 812-630-3598/E-mail centraloffice@ihima.org**

Using Paypal:

- Sign on to Paypal.com - Select "Send Money" tab
- Enter in the TO box – centraloffice@ihima.org
- Enter the dollar amount you are paying for ROI order - Mark services or goods
- In the comment field enter your name and ROI order you are paying for - Press Send money
- Please print your receipt from paypal and email along with your order form to Central Office at centraloffice@ihima.org or fax to 812-481-2120.

Note: It will take two (2) business days to set up a personal or office paypal account.