



## Corporate Renewal Information

### Corporate Members Receive

- Twelve monthly issues of the *AAPC Healthcare Business Monthly* news magazine.
- Access to all AAPC services, programs, and discounts.
- Membership card, downloaded in personal online account.

### Current Individual Membership *Changing to Corporate Membership Status*

- Individual renewal date will change to match corporate renewal date
- Continuing education units (CEUs) will be prorated to match corporate submission date.
- Once added to a corporate membership, individual membership dues are non-refundable/non-transferable.
- Individual membership dues are not applicable to corporate membership dues.
- Employees *must* be notified in advance before being added to a corporate membership.

### Cost

Number of spaces	Price per space*
6-10 Members	\$165.00
11-25 Members	\$160.00
26-50 Members	\$155.00
51+	Call 844-825-1679 for pricing

\*Additional sales tax will be added when applicable. Please renew online for an accurate invoice or reach out to a rep for a quote to send with payment.

- Members may be added to a corporate membership during the year at a prorated amount, based on the corporate renewal date.
- Any overpayments will be converted into "open spaces" on the corporate membership.

### Refund Policy

- All memberships are non-refundable.
- Individual membership payments will not be refunded after corporate addition.
- Any overpayments will be converted into "open spaces" on the corporate membership.

### Procedures

- Courtesy renewal notices will be sent to the corporate contact and each certified member on the corporate membership.
- It is the corporate contact's responsibility to notify AAPC of any and all changes made to the account. Change requests can be done online or submitted in writing via e-mail, fax or mail. Changes will not be made over the phone.
- If an assistant will be handling payment or changes made to the corporate membership, they should be listed as the corporate contact. The contact does not need to be a member of AAPC.
- Allow approximately 2-4 weeks for processing.
- All memberships are processed in the order in which they are received.

## AAPC

### Corporate Membership Department

AAPC Lockbox Dept.# 880448  
PO Box 29650 Phoenix, AZ 85038-9650  
800-626-2633 ■ [www.aapc.com](http://www.aapc.com)



## Corporate Renewal Form

Number of spaces	Price per space*	Cost x Spaces = Total Due
6-10 Members	\$165.00	\$165 x _____ = _____
11-25 Members	\$160.00	\$160 x _____ = _____
26-50 Members	\$155.00	\$155 x _____ = _____
51+	TBD - Call for pricing	\$     x _____ = _____

\*Additional sales tax will be added when applicable. Please renew online for an accurate invoice or reach out to a rep for a quote to send with payment.

Company (where membership will be sent - no post office box allowed)			
Company Name			
Corporate Membership ID Number			
Corporate Contact	(Last)	(First)	(Middle)
Work Address			Work Phone
Address Line 2			Work Fax
City/State/Zip			Home Phone
			Cell
			E-Mail

Member ID \_\_\_\_\_

Name			
	(Last)	(First)	(Middle)

Member ID \_\_\_\_\_

Name			
	(Last)	(First)	(Middle)

Member ID \_\_\_\_\_

Name			
	(Last)	(First)	(Middle)

Member ID \_\_\_\_\_

Name			
	(Last)	(First)	(Middle)

Member ID \_\_\_\_\_

Name	(Last)	(First)
		(Middle)

Member ID \_\_\_\_\_

Name	(Last)	(First)
		(Middle)

Member ID \_\_\_\_\_

Name	(Last)	(First)
		(Middle)

Member ID \_\_\_\_\_

Name	(Last)	(First)
		(Middle)

Member ID \_\_\_\_\_

Name	(Last)	(First)
		(Middle)

Member ID \_\_\_\_\_

Name	(Last)	(First)
		(Middle)

If you have new members or need to update a specific member's contact information, please utilize the fields below. (Please use the Corporate Membership Agreement/Enrollment form if you would like to update contact information for all members listed on your corporate account).

Member ID \_\_\_\_\_

<b>Personal Information (where magazines will be sent - no post office box allowed)</b>	
Name	(Last) (First) (Middle)
Primary Contact: <input type="checkbox"/> Home <input type="checkbox"/> Work	Work Phone
Home Address	Work Fax
City/State/Zip	Home Phone
Work Address	Cell
City/State/Zip	E-Mail

Member ID \_\_\_\_\_

Personal Information (where magazines will be sent - no post office box allowed)	
Name (Last) (First) (Middle)	
Primary Contact: <input type="checkbox"/> Home <input type="checkbox"/> Work	Work Phone
Home Address	Work Fax
City/State/Zip	Home Phone
Work Address	Cell
City/State/Zip	E-Mail

Member ID \_\_\_\_\_

Personal Information (where magazines will be sent - no post office box allowed)	
Name (Last) (First) (Middle)	
Primary Contact: <input type="checkbox"/> Home <input type="checkbox"/> Work	Work Phone
Home Address	Work Fax
City/State/Zip	Home Phone
Work Address	Cell
City/State/Zip	E-Mail

Member ID \_\_\_\_\_

Personal Information (where magazines will be sent - no post office box allowed)	
Name (Last) (First) (Middle)	
Primary Contact: <input type="checkbox"/> Home <input type="checkbox"/> Work	Work Phone
Home Address	Work Fax
City/State/Zip	Home Phone
Work Address	Cell
City/State/Zip	E-Mail

Member ID \_\_\_\_\_

Personal Information (where magazines will be sent - no post office box allowed)	
Name	(Last) (First) (Middle)
Primary Contact: <input type="checkbox"/> Home <input type="checkbox"/> Work	Work Phone
Home Address	Work Fax
City/State/Zip	Home Phone
Work Address	Cell
City/State/Zip	E-Mail

I verify that the above company employs the individuals included in this corporate membership. I hereby attest that I have read and understand the corporate membership information and that the above information is true and accurate to the best of my knowledge. If deemed false, I understand that it will result in civil and criminal prosecution, as well as disciplinary action with regards to membership and certification with AAPC.

I hereby certify that I have read, understood and agree to abide by AAPC's Code of Ethics. I understand and agree that my failure to abide by the AAPC's Code of Ethics, as determined in the discretion of AAPC, at any time hereafter, may result in the loss of all credentials conferred upon me by AAPC, and of my membership in AAPC and/or corporate contact status.

\_\_\_\_\_ (initial space)

The Code of Ethics may be found at [www.aapc.com](http://www.aapc.com) under **About Us**.

Corporate contact: \_\_\_\_\_ Date: \_\_\_\_\_