

# Roundup of HFMA Style Points

Except for HFMA preferred style and usage, the final authorities are the *Merriam-Webster's Online Dictionary* ([www.m-w.com](http://www.m-w.com)) or the current (11<sup>th</sup>) edition of *Merriam-Webster's Collegiate Dictionary*. For specific style issues, the Publications department uses the *Associated Press Stylebook*.

## Capitalization (of HFMA-related entities)

the Healthcare Financial Management Association, the Association  
the Board of Examiners, the Board of Directors, the Board  
the Chairman  
the President and CEO, the President  
the West Virginia Chapter

*But:* The New York, Ohio, and Pennsylvania chapters offered the education program.

the Regional Executive Council  
the Founders Merit Award Program  
the HFMA Annual National Institute, ANI

## Comma

Use a comma after every word in a series (for ex., “red, white, and blue”).

## Dates

If the month, date, and year are given, abbreviate the month. If only the month and year are given, spell out the month. For ex., Jan. 1, 2006. BUT: January 2006.

Don't refer to dates as Jan. 1<sup>st</sup>, 2<sup>nd</sup>, etc. – use Jan. 1, Jan. 2, etc.

## Earned Degrees

Order of degrees and certifications should be as follows: (1) religious order, if any; (2) terminal (doctorate only) degree; (3) HFMA certification or fellowship; (4) CPA; (5) other. For ex., “John Doe, DHA, FHFMA, CPA, FACHE.”

## Numbers

Spell out numbers one through nine. Use figures for 10 and higher.

## Roundup of HFMA Style Points

### States

When referring to a location, do not use two-letter postal abbreviations for states. For ex., “The seminar will be held in Arlington, Va.” (not VA). Use two-letter postal abbreviations only in addresses.

### Telephone Numbers

(800) 836-4362, ext. 2 (do not spell out “extension”).

### Time

Use abbreviations – EST, CST, MST, PST, EDT, CDT, MDT, PDT – not “Eastern time.” Also, use periods and lower case in a.m., p.m.

### URLs (uniform resource locators)

Do not include http:// with URLs.

\* \* \*

### Common Abbreviations

The following abbreviations appear regularly in HFMA publications. This list is simply for your information and reference. For an extensive list of terms and abbreviations, consult the HFMA Glossary ([www.hfma.org/resource/glossary.cfm](http://www.hfma.org/resource/glossary.cfm)).

CDC – Centers for Disease Control and Prevention

CMS – Centers for Medicare and Medicaid Services

FASB – Financial Accounting Standards Board

GASB – Governmental Accounting Standards Board

GAO – Government Accountability Office

HHS – Department of Health and Human Services

HIPAA – Health Insurance Portability and Accountability Act of 1996

JCAHO – Joint Commission on Accreditation of Healthcare Organizations

LOS – length of stay

OIG – Office of Inspector General

OMB – Office of Management and Budget

PPS – prospective payment system

ROI – return on investment

S&P – Standard & Poor’s

SEC – Securities and Exchange Commission

\* \* \*

### Preferred Terms

consumer-directed health care

electronic health record (*not* electronic medical record)

## Roundup of HFMA Style Points

emergency department (*not* emergency room)

e-mail

e-mail group (*not* listserv or listserve)

health care (as noun)

healthcare (as adjective)

Internet (capitalize)

not-for-profit (*not* nonprofit)

online

**PATIENT FRIENDLY BILLING®** (all caps, boldface, with registration mark)

pay for performance (as noun)

pay-for-performance (as adjective)

payer (*not* payor)

web site

webcast