

CHFP and HFMA Certifications Eligible Certification Maintenance Activities

Eligible Certification Maintenance Activities

The types of professional development activities and categories eligible toward the HFMA certification maintenance requirement are listed in the table below. Continuing education eligible for certification maintenance includes (but is not limited to): seminars or conferences, workshops, educational offerings sponsored by your employer, webinars and e-learning self-study courses. All activities must be related to one of the following **competency topic areas**:

- Revenue Cycle Functions
- Disbursement Functions
- Budgeting/Forecasting Functions
- Internal Control Functions
- Financial Reporting Functions
- Contract Management Functions

The competency topics are very broad; a specific topic not listed here may fit in one of these areas. *Note: personal development courses, networking/social activities and programs offered by employers covering company operational issues do NOT count.*

CPE and EDU Contact Hours for Education Activity Reporting

Activities and/or programs for which you completed and received CPE points from HFMA National do NOT need to be reported using the online reporting tool. All other activities (EDU points) must be reported via the online reporting tool, including HFMA local chapter events, article reviews, etc.

What is the difference?

- **CPE points** are official NASBA approved credits and are awarded by HFMA National for National meeting attendance (Annual conference, seminars, conferences, live webinars, etc.); an evaluation form must be completed for CPE to be awarded. This also includes any local chapter or state approved Continuing Professional Education (CPE) credits.
- **EDU points** are self-reported education activities using the online reporting tool provided for HFMA certified members only. Examples of self reported activity: local chapter or regional events, on-demand webinars, article reviews, non-HFMA related eligible activities.

Contact Hours = CPE or EDU. Both categories (CPE & EDU) of contact hours are totaled together for a final count of maintenance for our certified members.

Education Activity Categories are explained in the following pages.

**CHFP and FHFMA Certifications
HFMA Certification Maintenance Information**

Competency Topic Areas

Revenue Cycle • Disbursement • Budgeting/Forecasting • Internal Control • Financial Reporting • Contract Management

Education Activity Categories

Categories of activities eligible for contact hours are listed in the first column of the table. Specific types of activities for each category are listed in the second column. For any activity completed by certified members toward their certification maintenance requirement, the member must be able to show evidence of satisfactory completion of the education activity, including but not limited to quizzes, test, or program evaluation.

Education Activity Category	Type of Education Event <i>(subject to change)</i>
Group internet based program. An educational process designed to permit a participant to learn a given subject through interaction with an instructor by using the Internet.	<ul style="list-style-type: none"> • HFMA Webinars • Non-HFMA Webinars
Group live program. An educational process designed to permit a participant to learn a given subject through interaction with an instructor and other participants either in a classroom or conference setting.	<ul style="list-style-type: none"> • College Course • HFMA Seminars or Conferences • HFMA Other, e.g. chapter meetings • Non-HFMA Educational Events
Self Study. An educational process designed to permit a participant to learn independently, on-line, and without involvement of an instructor. Program provides structured opportunities (such as tests) to assess knowledge and skills gained throughout the program.	<ul style="list-style-type: none"> • HFMA e-learning, e.g. on-demand webinars, newsletter self-study lessons • Non-HFMA self-study or e-learning
Presenter. Delivering a structured learning event on a given subject that allows interaction with and between participants.	<ul style="list-style-type: none"> • College Course • HFMA National programs • HFMA Other, e.g. chapter meetings • Non-HFMA Educational Events
Publication. Authoring or reviewing a professional publication	<ul style="list-style-type: none"> • Author HFMA Publication • Author non-HFMA Publication • Review HFMA Publication

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HFMA Certification Maintenance Information**

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Education Activity Descriptions

Group Live Activity	Education Activity Description
College course	<p>Description: Completion of a college or university course offered by an institution accredited by agencies recognized by the US Department of Education (DoE) and/or the Council for Higher Education Accreditation (CHEA). Topic area should be related to health care, finance or related technical skills and/or professional development.</p> <p>Examples: Courses in an MBA program or accounting, healthcare, etc.</p> <p>Contact Hours: 15 hours per semester-long course or 10 hours per quarter-long course; must be self-reported.</p> <p>Maximum allowed: 45 hours per reporting period</p>
** HFMA Webinar	<p>Description: A webinar broadcast on current and specialty interest topics. Presenter is specialist in that field.</p> <p>Contact Hours: Amount of CPE hours as published for the webinar. To receive CPE Credits for HFMA National live webinars you must participate in online polling during the webinar <u>and</u> complete the online program evaluation within 2 working days. After 2 working days online programs will be inactive and you will not receive CPE Credit.</p> <p>Maximum hours allowed: No limit</p>
** HFMA Seminars or Conferences	<p>Description: Programs offered by HFMA.</p> <p>Examples: Annual conference, seminars, etc.</p> <p>Contact Hours: Amount of CPE/contact hours as published for the given event.</p> <p>Maximum hours allowed: No limit</p>
HFMA other	<p>Description: The HFMA LTC, regional or chapter meetings covering technical issues or topics. Does NOT include meeting updates related to operational aspects of a chapter or region, nor does it included specific volunteer committee training sessions at the LTC.</p> <p>Examples: Monthly chapter or regional meeting, education institutes, LTC (applicable sessions), etc.; must be self-reported.</p> <p>Contact Hours: Relevant portion of meeting in minutes divided by 50; must be self-reported.</p> <p>Maximum hours allowed: No limit</p>

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HFMA Certification Maintenance Information**

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<p>Non-HFMA Program</p>	<p>Description: Programs offered by other organizations, institutions, or vendors including seminars and conferences covering topics such as healthcare finance. Does <u>not</u> include networking/social activities or personal development programs.</p> <p>Examples: Programs offered by employers <u>not</u> covering the company’s operational issues, seminars offered by AICPA, AHIMA, ACHE, AMA, etc.; webinars sponsored by other organizations</p> <p>Contact Hours: Total length of session in minutes, excluding meals and breaks, divided by 50; must be self-reported.</p> <p>Maximum hours allowed: No limit</p>
<p>Presenter Activity</p>	<p>Education Activity Description</p>
<p>College course</p>	<p>Description: Instructor of a college or university course offered by an institution accredited by agencies recognized by the US Department of Education (DoE) and/or the Council for Higher Education Accreditation (CHEA). Topic area should be related to health care, finance or related technical skills. Contact hours awarded only for the first offering of the course. Full-time college/university instructors or professors are not eligible to receive contact hours in this category.</p> <p>Examples: Courses in an MBA program or accounting, healthcare, etc.</p> <p>Contact Hours: 15 hours per semester-long course or 10 hours per quarter-long course – for <u>first time only</u> of course; must be self-reported.</p> <p>Maximum hours allowed: 30 hours per reporting period</p>
<p>HFMA National Program</p>	<p>Description: Instructor at a seminar, presenter at a conference or member of a panel discussion at an HFMA National sponsored event, excluding presentations covering product promotion</p> <p>Examples: Presenter at Revenue Cycle, instructor or panel member at the annual conference; webinar presenter</p> <p>Contact Hours: For the <u>first time only</u> of a presentation; based on the portion presented, if there are multiple presenters/panel members; up to twice the length of the presentation for preparation time plus the length of the actual session. If CPE has been awarded for attending the conference, CPE will be awarded only for the prep time and not the presentation time. CPE is awarded automatically by HFMA National for qualifying presentations.</p> <p>Maximum hours allowed: No limit; must be self-reported.</p>

**CHFP and FHFMA Certifications
HFMA Certification Maintenance Information**

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HFMA Other	<p>Description: Instructor, presenter or panel member at chapter/ regional seminar, excluding presentations covering operational issues or product promotion</p> <p>Examples: Chapter meetings or regional meetings</p> <p>Contact Hours: For the <u>first time only</u> of a presentation: based on the portion presented if there are multiple presenters/panel members; up to twice the length of the presentation for preparation time plus the length of the actual session. If contact hours have been awarded for attending the session, they will be awarded only for the prep time and not the presentation time. Contact hours equal total time in minutes for the length of presentation, divided by 50; must be self-reported.</p> <p>Maximum hours allowed: No limit.</p>
Non-HFMA Program	<p>Description: Presenter at a seminar or conference; panel member at programs offered by other organizations, institutions, or vendor that cover topics such as healthcare, finance, etc. Does NOT include topics on operational issues or product promotion.</p> <p>Examples: Programs offered by employers <u>not</u> covering the company’s operational issues, offered by AICPA, AHIMA, AMA, etc.</p> <p>Contact Hours: For the <u>first time only</u> of a presentation; based on the portion presented by if there are multiple presenters/panel members, up to twice the length of the presentation for preparation time plus the length of the actual session. If contact hours have been awarded for attending the conference, they will be awarded only for the prep time and not the presentation time. Contact hours equal total time in minutes for the length of presentation, divided by 50; must be self-reported.</p> <p>Maximum hours allowed: No limit.</p>
Publication Activity	Education Activity Description
Author HFMA publication	<p>Description: Writing HFMA self study training material, certification exam questions, developing an article for an HFMA National publication</p> <p>Examples: Writing certification course materials, writing an article for HFM, writing an article for an HFMA chapter newsletter; developing questions for the certification exams</p> <p>Contact Hours: The total number of minutes invested in the activity divided by 50; must be self reported.</p> <p>Maximum hours allowed: 23 hours total per reporting period combined for authoring and reviewing publications</p>

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Author non-HFMA publication	<p>Description: Writing an article for a non-HFMA publication or writing a manuscript</p> <p>Examples: Writing an article for the AMA journal, writing a book on healthcare finance related topic</p> <p>Contact Hours: The total number of minutes invested in the activity divided by 50; must be self-reported.</p> <p>Maximum hours allowed: 23 hours total per reporting period combined for authoring and reviewing publications</p>
Reviewer HFMA publication	<p>Description: Reviewing training materials or HFMA publications for accuracy and completeness from a content expert standpoint</p> <p>Examples: Reviewing pre-published version of certification course materials, e-lessons, HFMA articles</p> <p>Contact Hours: The total number of minutes invested in the activity divided by 50. If CPE has been awarded, education points/contact hours should not be reported.</p> <p>Maximum hours allowed: 23 hours total per reporting period combined for authoring and reviewing publications.</p>
Self Study Activity	Education Activity Description
HFMA e-learning	<p>Description: HFMA on-line self-study programs completed independently. CPE-eligible.</p> <p>Examples: Assorted HFMA e-learning courses: Core Curriculum, Newsletter self-study lessons, CTS programs, etc.</p> <p>Contact Hours: Equals the amount of CPE as published.</p> <p>Maximum hours allowed: No limit</p>
Non-HFMA	<p>Description: Self-study program offered by a vendor other than HFMA and that is completed independently. Includes traditional self-study programs as well as on-line programs.</p> <p>Examples: Courses as offered through the AICPA or others</p> <p>Contact Hours: Actual completion time in minutes divided by 50. If the program is CPE eligible through another organization contact hours will be awarded based on that level of CPE designated for the program; must be self-reported.</p> <p>Maximum hours allowed: No limit</p>

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CPE Information

** To receive NASBA CPE Credits for HFMA National live webinars you must participate in online polling during the webinar and complete the online program evaluation within 2 working days. After 2 working days, online programs will be inactive and you will not receive CPE Credit. HFMA will then add these activities to your Education Activity Report. *If the online polling was not completed, members must self-report for Education Points/Contact Hours.*

*HFMA National updates the NASBA CPE portion to the member's record.