

**3-year reporting cycle**  
ending in your Good Thru date  
(6/1 – 5/31)

**Self-report using on-line tool**

**HFMA Certification Maintenance Requirements  
CHFPs & FHFMA**

**90 contact hours per 3-year cycle**  
45 in healthcare finance  
Minimum of 20/year

Complete education/  
**professional development activities**

**Education sponsored by Chapter, employer, professional organization, etc.**  
**REPORT THESE**

does not include Founder Points

**HFMA National education**  
for which you received a CPE letter  
**DO NOT REPORT THESE**

**Other activities -- proctor HFMA exams, complete self-study programs, review HFMA manuscripts, etc.**  
**REPORT THESE**

# HFMA CERTIFICATION MAINTENANCE REQUIREMENTS

## 3-year reporting cycle

- Cycle is three years back from Good Thru date
- Activities must be completed within this period
- Reporting year is June 1 – May 31
- Activities must be entered by Good Thru date or lose designation
- Grace period to report ends 8/31 of Good Thru year for activities completed by Good Thru date

## 90 contact hours per 3-year cycle

- Contact hour based on a 50-minute hour
- Calculate by adding time in minutes of program (less breaks, meals, etc.) and divide by 50
- Minimum of 45 hours required in healthcare finance (HFMA National programs fall under this category) per reporting cycle
- Minimum of 20 hours per reporting year

## Complete education activities

**List of eligible activities** – comprehensive list with description and maximum hours per category  
<http://www.hfma.org/certification/certmaintenance/EligibleEducationActivities.htm>

Some activities include:

- Those for which HFMA National awarded you a CPE letter – do not report these
- Activities/events sponsored by an HFMA chapter – report these
- Proctoring an exam – we capture the Founder point, you report the education point
- Programs sponsored by your employer – report these
- Programs sponsored by another professional organization – report these
- Completion of college course, presenting to organizations, completing self-study programs or on-line education, reviewing HFMA manuscripts– report all of these

## Self-report using on-line tool

### **Directions for how to report**

<http://www.hfma.org/certification/certmaintenance/DirectionsforReportingEducationActivitiesViewingReport.htm>

### **The tool:**

[http://www.hfma.org/Site/certification/education\\_activity.cfm](http://www.hfma.org/Site/certification/education_activity.cfm)

# HFMA CERTIFICATION MAINTENANCE – ELIGIBLE ACTIVITIES

## Group live

## Presenter

- College courses – Report up to 15 hours per course and maximum of 45 hours per reporting period
- HFMA National Audio webcasts – Do not report if CPE letter was awarded
- HFMA National Seminars – Do not report if CPE letter was awarded
- Local HFMA chapter or regional meetings, audio webcast or education events – Report this
- Other professional organization sponsored education events – Report these
- Employer-sponsored education events – Report these; Do not report events that focus on organization-specific operational issues. *Committee membership is not an eligible activity.*

## Self- Study Programs

- HFMA National Certification Self-study programs – Do not report if CPE letter was awarded.
- HFMA e-learning – Report this
- Other e-learning – Report this

## HFMA Exam Proctor

Report this activity – One hour per exam date (regardless of number of candidates)  
Report up to 12 hours per 3-year reporting cycle

## Publication Activity

Report these activities. Report hours invested up to a maximum of 23 hours per reporting cycle for each of the following categories:

- Author HFMA National Publication Article, White paper, self-study program, etc.
- Author HFMA local chapter or regional publication, newsletter, etc
- Author other professional organization publication, white paper, etc.
- Formal review of HFMA publication

Reading HFM or other professional journals is not an eligible activity unless proof of knowledge gained is documented.

# HFMA CERTIFICATION MAINTENANCE – ELIGIBLE TOPIC AREAS

- **Accounting and governmental accounting**
- **Auditing and governmental auditing**
- **Administrative practices** such as Management advisory services (MAS) practice skills
- **Social environment of business** such as planning and control systems, manufacturing, marketing, R&D
- **Regulatory ethics**
- **Business law**
- **Business management and organization** such as managing of an organization, IT systems, organization structures, and management planning
- **Finance** such as specific financial management of an organization, budgeting, asset management, contracting
- **Healthcare finance**, including HFMA national programs
- **Management advisory services** as related to key processes, achieving efficiencies, improving cash flow, maintaining profitability
- **Marketing** such as market analysis, methods and integration of other strategies to achieve marketing goals
- **Behavioral ethics** including topics related to general professional ethic programs
- **Communications** such as interview techniques, business writing, business presentations, group dynamics
- **Personal development** such as career planning, time management
- **Personnel/human resources** such as how organizations attract, motivate, develop and retain employees
- **Computer science** such as networks, communication, the Internet, hardware, software applications
- **Economics** such as principles of pricing, stabilization, supply and demand, economic growth.
- **Production** as related to production scheduling, inventory control standards to pay, production, QC
- **Statistics** such as multivariate distributions, estimates of parameters, linear models, ANOVA
- **Taxes**