

# Instructions for Entering Education Activity into your HFMA Record

Under the certification area of the HFMA website, you can access the on-line reporting tool. Follow this link to access the education reporting tool:

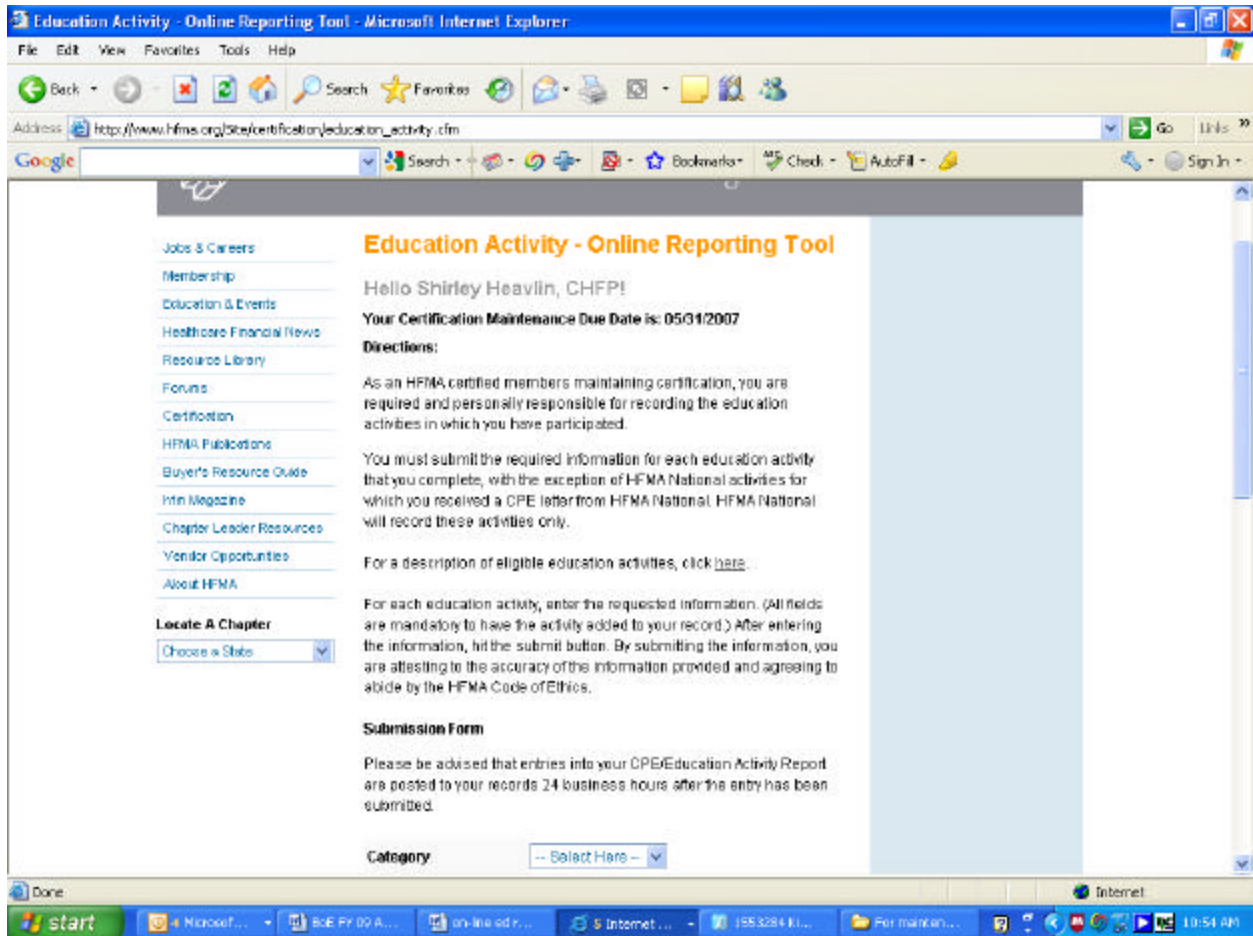
[http://www.hfma.org/Site/certification/education\\_activity.cfm](http://www.hfma.org/Site/certification/education_activity.cfm)

The on-line tool is available to certified members only. It is the tool in which certified members must record education activities to show evidence of meeting the certification maintenance requirements. Hard copy documentation is no longer accepted. You will be required to log in before entering data.

Type your HFMA membership ID number. (It is a 7-digit number). Click on the **Submit** button.

The screenshot shows the HFMA website's "Education Activity - Online Reporting Tool" page. At the top, there is a navigation bar with "Home", "Search Keyword" (with a "Go" button), "Advanced Search", "Topics", "Login", and "Become a Member". Below this is the HFMA logo and the text "healthcare financial management association". On the left side, there is a vertical menu with links: "About HFMA", "Jobs & Careers", "Membership", "Resource Library", "News", "hfm Magazine", "HFMA Publications", "Education & Events", "Certification", "Chapter Leader Resources", "Special Interest Forums", and "Vendor Opportunities". Below the menu is a "Locate A Chapter" section with a dropdown menu labeled "Choose a State". The main content area is titled "Education Activity - Online Reporting Tool" and contains the text: "Please enter your membership identification number and select submit." Below this text is a form with the label "Enter Member ID" and a text input field containing the number "7023145". A "Submit" button is located below the input field. At the bottom of the page, there is a footer with links: "Job Bank | Store | My Account | Contact Us | Site Map | Printer Friendly Page" and "Legal Statement | Privacy Policy | Copyright Healthcare Financial Management Association. All rights reserved".

The following screen will be displayed with your information. You will see the submission form details about half way down the page. *See next page.*



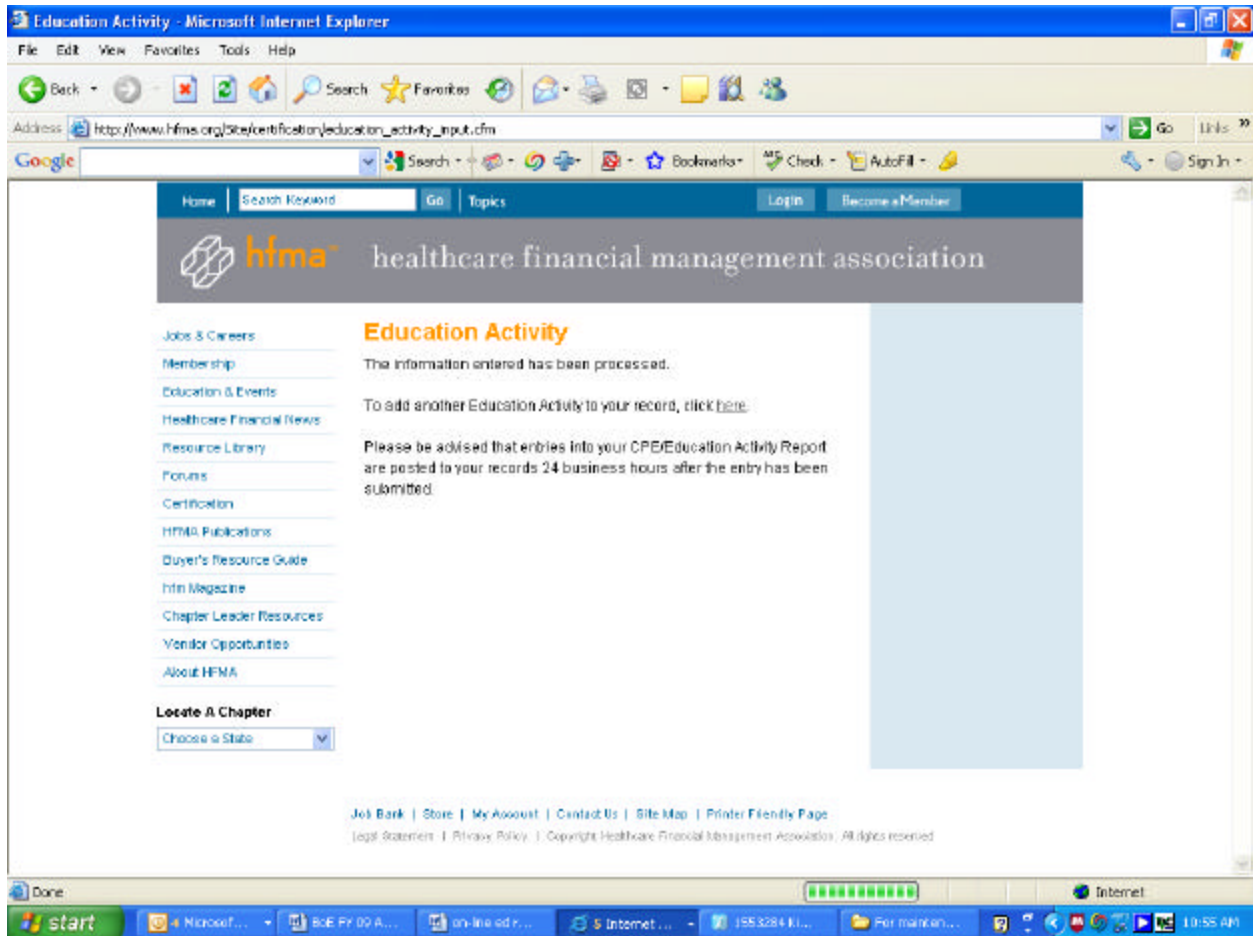
The Certification Maintenance Due Date (i.e., *Good Thru Date*) is the date by which you must show evidence of meeting the maintenance requirement for the three-year reporting cycle beginning June 1 of the year three years prior to the Good Thru Date.

Enter an education activity by providing the information requested in the boxes above. Then click on the ***SUBMIT*** button on the bottom of the page.

**Note:**

- You can enter only one activity at a time.
- You do not have capability to edit your record (email [certification@hfma.org](mailto:certification@hfma.org) with edits).

After you have entered an activity, you should see a confirmation screen as shown on the next page. Be advised that it takes at least 24 hours for the activity you entered to be downloaded into your member record.



If you have more educational activities to add, click on 'here' to add the next education activity. Members do not have capability to edit their education record. If edits are required, please contact HFMA National with detailed information about the required changes by sending an e-mail to [certification@hfma.org](mailto:certification@hfma.org)

## Viewing Educational Activity in Your Record

To access your Education summary report, follow this link:  
[http://www.hfma.org/asi\\_eseries/scriptcontent/reports/EDU\\_CPE\\_Report.cfr](http://www.hfma.org/asi_eseries/scriptcontent/reports/EDU_CPE_Report.cfr)

***YOU MUST BE LOGGED INTO THE WEB SITE TO VIEW THIS REPORT.***

If you encounter errors, it is because you are not logged in. Click on the login button from anywhere on the web site to log in.

On the next page you will see a screen shot of a sample report. It summarizes the CPE that HFMA has recorded from attendance at HFMA National events/AWC's as well as the Education Activities that you have entered. Remember, you need to wait 24 hours to view the activity you entered into your member record.

- The education activity record will first list the CPE that HFMA has awarded to you for attending HFMA National activities for which you received a CPE letter.
- It will next list all education points/contact hours that you have entered for activities you completed such as attending chapter-sponsored education sessions, completing education

programs sponsored by other professional organizations, reviewing scripts, proctoring exams, etc.

- The total number of hours (i.e., CPE plus education points/contact hours will appear at the end of the report.

By clicking on the corresponding link, you can review the report for each of the following time periods:

- Three years back: [http://www.hfma.org/site/reports/EDU\\_CPE\\_Report.cfr](http://www.hfma.org/site/reports/EDU_CPE_Report.cfr)
- Total HFMA EDU/CPE history:  
[http://www.hfma.org/site/reports/EDU\\_CPE\\_History\\_Report.cfr](http://www.hfma.org/site/reports/EDU_CPE_History_Report.cfr)

Questions? Email: [certification@hfma.org](mailto:certification@hfma.org)