

Your Company letterhead

Date

Dear _____

I am pleased to inform you that (Name) recently passed the HFMA Certified Healthcare Financial Professional (CHFP) examinations with a specialty in (specialty) and has become a member of a very select group. Of the over 34,000 members in HFMA, less than 2,400 members have become certified. It takes a great deal of talent, dedication, and persistence to achieve this goal.

Those who are already HFMA certified know the CHFP designation represents a very noteworthy professional achievement. Becoming certified requires the candidate to successfully complete two exams. One exam covers all aspects of healthcare finance including areas such as management, accounting, management information systems, and healthcare industry practices. The other exam focuses on the specific financial and managerial aspects of (specialty) . The candidate must also meet requirements in the areas of academic achievement and professional experience. Furthermore, the candidate demonstrates their ongoing professional development and commitment to the profession by maintaining the designation through participation in professional development activities.

If you would like to know more about HFMA and its certification programs, please visit the certification area of the HFMA web site (www.hfma.org).

Sincerely,

(Name)

(Title)

Your Company letterhead

Date

Dear _____-:

I am pleased to inform you that _____(Name)_____ has recently become a Fellow in HFMA (FHFMA) and a member of a very select group. Of the over 34,000 members in the Healthcare Financial Management Association (HFMA), less than 1,800 have become Fellows. Achieving this goal requires dedication and persistence.

Those who are already HFMA certified know the FHFMA designation represents a very noteworthy professional achievement. Becoming certified requires the candidate to demonstrate mastery in the areas of financial management, management practices, information systems, and healthcare industry practices. The candidate for Fellowship must also meet stringent requirements in the areas of academic achievement, professional experience and dedication to the healthcare finance industry through volunteer activity. Furthermore, the candidate demonstrates their ongoing professional development and commitment to the profession by maintaining the designation through participation in professional development activities.

If you would like to know more about HFMA and its certification programs, please visit the certification area of the HFMA web site (www.hfma.org).

Sincerely,

_____(Name)_____

_____(Title)_____