

HFMA Certification Maintenance **Eligible Education Activities** *(subject to change)*

Eligible Topic Areas for Certification Maintenance

The following list describes education program topic areas that are eligible toward the certification maintenance requirement. On the pages that follow are the types of professional development activities that are eligible toward the HFMA certification maintenance requirement.

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

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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. For a more detailed description of each type of activity, refer to the information that follows this table.

Education Activity Category	Type of Education Event
Group Live: A structured learning event on a given subject that allows interaction with the instructor and participants.	<ul style="list-style-type: none"> • College Course • HFMA Audioweecast (AWC)** • HFMA National Seminars* • HFMA Other, e.g. chapter meetings • Non-HFMA Seminars
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 Seminars* • HFMA Other, e.g. chapter meetings • Non-HFMA Seminars
Proctor: Monitoring and supervising an HFMA certification exam session	<ul style="list-style-type: none"> • HFMA Certification Exam Proctor
Publication: Authoring or reviewing a professional publication	<ul style="list-style-type: none"> • Author HFMA Publication • Author non-HFMA Publication • Review HFMA Publication
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"> • Certification Self-Study Courses* • HFMA e-learning • Non-HFMA self-study or e-learning

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Group Live 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, marketing, IT/IS, human resources</p> <p>Contact Hours: 15 hours per semester-long course or 10 hours per quarter-long course; <i>must be self-reported.</i></p> <p>Maximum allowed: 45 hours per reporting period</p>
** HFMA AWC	<p>Description: An audio web cast (AWC) broadcast on current and specialty interest topics. Presenter is specialist in that field. Offered nearly weekly. Counts toward the 45 contact hour maintenance requirements for healthcare finance education.</p> <p>Contact Hours: 2 contact hours per 75-minute AWC. An evaluation form must be completed and submitted to HFMA National in order to receive CPE credit for participating in the AWC.</p> <p>Maximum hours allowed: No limit</p>
* HFMA National Seminars	<p>Description: Programs offered by HFMA including seminars, clusters, and conferences. Counts toward the 45 contact hour maintenance requirement for healthcare finance education.</p> <p>Examples: ANI, Revenue Cycle conference, 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 that contributes to professional growth in the healthcare finance field. Does NOT include meeting updates related to operational aspects of a chapter or region, nor does it include specific committee training sessions at the LTC.</p> <p>Examples: Monthly chapter or regional meeting, education institutes, LTC, etc.; <i>must be self-reported.</i></p> <p>Contact Hours: Relevant portion of meeting in minutes divided by 50; <i>must be self-reported.</i></p> <p>Maximum hours allowed: No limit</p>
Non-HFMA Program	<p>Description: Programs offered by other organizations, institutions, or vendors including seminars and conferences covering topics such as healthcare, finance, IT/IS, management, marketing and other business skills. Does not include networking/social activities.</p> <p>Examples: Programs offered by employers not covering the company's operational issues, seminars offered by AICPA, AHIMA, AMA, etc.; audiowebscasts sponsored by other organizations</p> <p>Contact Hours: Total length of session in minutes, excluding meals and breaks, divided by 50; <i>must be self-reported.</i></p> <p>Maximum hours allowed: No limit</p>

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Presenter Activity	Description
College course	<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 and/or professional development. Contact hours awarded only for the first offering of the course. <i>Full-time college/university instructors or professors are not eligible to receive contact hours in this category.</i></p> <p>Examples: Courses in an MBA program or accounting, healthcare, marketing, IT/IS, human resources</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; <i>must be self-reported.</i></p> <p>Maximum hours allowed: 45 hours per reporting period</p>
HFMA National Program*	<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 ANI session; audio webcast 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 reparation 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 must be requested from HFMA National for qualifying presentations.</p> <p>Maximum hours allowed: No limit; <i>must be self-reported.</i></p>
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; <i>must be self-reported.</i></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, management, business skills, etc. Does NOT include topics on operational issues or product promotion.</p> <p>Examples: Programs offered by employers not covering the company’s operational issues, seminars 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; <i>must be self-reported.</i></p> <p>Maximum hours allowed: No limit.</p>

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Proctoring Activity	Description
HFMA Certification Exam Proctor	<p>Description: On-site monitoring and supervision of the HFMA certification exams within compliance of HFMA policies and procedures</p> <p>Contact hours: 1 per testing session/date, regardless of number of candidates. <i>Must be self-reported in online education reporting tool.</i></p> <p>Maximum hours allowed: 12 contact hours per reporting period</p>

Publication 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; <i>must be self reported.</i></p> <p>Maximum hours allowed: 23 hours total per reporting period combined for authoring and reviewing publications</p>
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; <i>must be self-reported.</i></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, HFM 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>

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Self Study Activity	Description
*HFMA Certification Self-Study Course	<p>Description: HFMA self-study course for which activities have been completed at the minimum performance level as stated in the study guide and for which required documentation has been submitted as evidence of completion.</p> <p>Examples: HFMA print version study guide course for Core and each of the specialties: Accounting and Finance, Patient Financial Services, Managed Care and Management of Physician Practices.</p> <p>Contact Hours: Equals the amount of CPE as published. Contact hours are NOT awarded for the time taken to complete the corresponding certification exams. Required documentation as described in the course, must be submitted to receive the CPE credit.</p> <p>Maximum hours allowed: CPE as published in the books.</p>
HFMA e-learning	<p>Description: HFMA on-line program completed independently. Is not CPE-eligible. Eligible contact hours only.</p> <p>Examples: HFMA e-lessons/course as hosted by Web-In-service</p> <p>Contact Hours: 1 hour for every three lessons completed, e.g., a course with 10 lessons will be eligible for 3 contact hours; <i>must be self-reported</i>.</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. Covers topics in healthcare, finance, business skills, marketing, and management skills.</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; <i>must be self-reported</i>.</p> <p>Maximum hours allowed: No limit</p>

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