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# BECOME CERTIFIED

WITH HFMA CERTIFICATION PROGRAMS

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- *Validate your skills and knowledge*
- *Enhance your credibility in the industry*
- *Support your professional development*
- *Demonstrate a high level of commitment to the field*

[HFMA.ORG/CERTIFICATION](https://www.hfma.org/certification)



hfma™

healthcare financial management association

# WHAT CERTIFICATION DOES FOR YOU

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Becoming certified distinguishes you as a leader and high-level professional in the healthcare finance industry. It reflects a deep personal commitment and sense of accountability that inspires credibility and confidence in your professional knowledge. Through HFMA Certification Programs, you can show your dedication to high standards in the industry.

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*"I've been in healthcare for more than 20 years and have found, through my path to CHFP certification, that preparing for the exam allowed me to brush up on my knowledge and ensure that I'm well-informed about recent developments in my field—specifically those things my job doesn't touch on a daily basis."*

MICHELLE CARROTHERS, MBA, FHFMA, CPA, DIRECTOR OF DEBT  
MANAGEMENT AND REVENUE CYCLE, OSF HEALTHCARE SYSTEM

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*"As we face many new and exciting challenges in healthcare, I need my colleagues and clients to know that they can trust my knowledge and skills. Holding and maintaining the HFMA certification designation enables me to quickly communicate that I am committed to staying abreast of the latest techniques and strategies."*

GAIL SCARBORO-HRITZ, AS, CHFP, ASSOCIATE  
DIRECTOR, HEALTHCARE PRACTICE NAVIGANT CONSULTING

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*"HFMA certification has helped me gain the respect of my peers in the healthcare finance profession."*

DONALD P. SCHOTT, FHFMA, AVP- PROVIDER  
REIMBURSEMENT, BLUE CROSS BLUE SHIELD OF ND

# CERTIFIED HEALTHCARE FINANCIAL PROFESSIONAL™ (CHFP)

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HFMA's CHFP™ is intended for mid-level healthcare professionals with a minimum of 3-5 years experience. CHFP certification demonstrates your qualifications to senior management, co-workers, and the industry—highlighting your commitment to the profession and to maintaining up-to-date skills and knowledge.

BECOMING CHFP CERTIFIED IS THE NATIONAL STANDARD AND YOUR PROFESSIONAL DISTINCTION.

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## CHFP REQUIREMENTS INCLUDE:

- A minimum of 3-5 years healthcare finance management experience
- Current and active regular or advanced HFMA membership\*
- The successful completion of one comprehensive certification exam

*\*Student membership does not count toward this goal.*

## EARNING THE CHFP DESIGNATION

You earn the CHFP by successfully completing the online certification examination. The exam will consist of 150 multiple choice questions covering six content areas:

- Revenue cycle
- Budgeting and forecasting
- Financial reporting
- Internal controls
- Disbursements
- Contracting

*Candidates are allowed 4 hours to complete the examination.*

## SCHEDULING AND TAKING CHFP EXAMINATION

You schedule your exam directly with Castle Worldwide, HFMA's technical support partner. Testing centers are located throughout the United States and Canada. For the list of testing sites, visit [www.hfma.org/castle](http://www.hfma.org/castle)

You will receive your score immediately after finishing the last question of the exam.

## ADDITIONAL INFORMATION

The CHFP certification costs are \$395. This includes all application, testing, and processing fees. Should you not pass the examination, the retest fee is \$200. Learn more about becoming CHFP certified at [www.hfma.org/chfp](http://www.hfma.org/chfp).

# FELLOW OF THE HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION™ (FHFMA)

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Achieving the FHFMA™ recognizes your exemplary educational achievement, professional accomplishments and volunteer leadership and service in the healthcare finance industry. By earning the right to include the FHFMA designation among your credentials, you let colleagues and the industry know that you have been welcomed into a leading organization of healthcare finance professionals. *Fellowship is open to financial management executives and other healthcare finance professionals.*

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## FHFMA REQUIREMENTS INCLUDE:

- Current CHFP designation
- Five years total as a regular or advanced HFMA member\*
- Bachelor degree or 120 semester hours from an accredited college or university
- Reference from an HFMA Fellow or current elected HFMA chapter officer
- Volunteer activity in healthcare finance within 3 years of applying for the FHFMA designation
- Submission of a conforming FHFMA application

*\*Student membership does not count toward this goal.*

## ADDITIONAL INFORMATION

The application for FHFMA is a one-time \$150 fee. Learn more about becoming FHFMA certified at [www.hfma.org/FHFMA](http://www.hfma.org/FHFMA).

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*"For me, the decision to become FHFMA certified stemmed from my commitment to the field and the desire to test my knowledge and skills at the very highest level. I recommend finance professionals who seek to lead their organizations and the industry pursue FHFMA certification as a way to enhance their professional development and get uniquely recognized."*

RICHARD L. CLARKE DHA, FHFMA, PRESIDENT AND CEO, HFMA

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# RECOMMENDED CHFP PREPARATION MATERIALS

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## CHFP STUDY MATERIALS

CHFP study materials are available online. The materials provide a cross-functional, integrated presentation of needed practice knowledge and technical skills for mid-level healthcare finance managers. The cost of the study materials is \$195. CHFP study materials is recommended, but not required.

Order your study materials today. Visit [hfma.org/certificationselfstudy](https://hfma.org/certificationselfstudy)

## COMPLIMENTARY CHFP PRACTICE EXAM

The complimentary online CHFP practice exam is a 50-question exam testing your knowledge across the six key content area—a great way to prepare. Anyone can access the online practice at any time.

Sign up for your practice exam now. Visit [hfma.org/samplecertificationexam](https://hfma.org/samplecertificationexam).

## OTHER WAYS TO PREPARE

- Join or start a study group
- Contact your local chapter for certification resources
- Incorporate CHFP as part of your professional development plan

# MAINTAINING YOUR CHFP OR FHFMA CERTIFICATION

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HFMA members who have earned either the Certified Healthcare Financial Professional (CHFP) or Fellow of HFMA (FHFMA) designation must maintain their certification by meeting two requirements:

- Remain an active HFMA member in good standing
- Complete 90 contact hours in eligible education programs every three years. In addition:
  - *At least half (45) of these contact hours must be in healthcare finance-related topics*
  - *At least 20 contact hours must be completed in each of the three years*

Learn more about maintaining your certifications at [hfma.org/maintain](https://hfma.org/maintain)

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# Enhance your professional healthcare finance credibility with HFMA Certification Programs.

[LEARN MORE INSIDE](#)

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