

**Healthcare Financial Management Association**

# **Certification and Fellowship Programs**

*May 2009*

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***Certification Program Contact Information:***

The Healthcare Financial Management Association  
Attn: Career Services  
Two Westbrook Corporate Center, Suite 700  
Westchester, IL 60154

Web site: [www.hfma.org/certification](http://www.hfma.org/certification).

e-mail: [certification@hfma.org](mailto:certification@hfma.org)

Phone: (800) 252-4362, ask for certification

Fax: (708) 531-0665

*HFMA does not discriminate in any of its activities on the basis of age, sex, race, religion, national origin, disability, or marital status.*

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## ***HFMA Certification Requirements***

- Two years total as a regular or advanced HFMA member (*Student membership does not fulfill this requirement*)
- Two years of professional experience in the healthcare finance industry
- 60 semester hours of college coursework from accredited institution or 60 professional development contact hours
- Successful completion of the HFMA Core certification exam\*
- Successful completion of one HFMA specialty certification exam\*
- References from a current elected chapter officer and your CEO or supervisor
- Submit conforming application with one-time fee within 24 months of successfully completing the first exam

\* Note: Exams may be taken at any time after you become an HFMA member. Specialty exams include Accounting and Finance, Patient Financial Services, Financial Management of Physician Practices, and Managed Care. Both exams must be completed within 24 months of successfully completing the first exam.

### **Become a Certified Healthcare Financial Professional (CHFP)**

Maintain status every three years by earning 90 professional development contact hours and retaining HFMA Regular or Advanced membership

- Five years total as a regular or advanced HFMA member (*Student membership does not fulfill this requirement*)
- Bachelor degree or 120 semester hours from an accredited college or university
- Reference from an HFMA Fellow or current elected chapter officer
- Volunteer activity in healthcare finance within 3 years prior to applying for FHFMA, including one of following:
  - Earn the Follmer Bronze Award
  - Volunteer in the chapter and earn two Founders points (under current system) for two consecutive years
  - Volunteer service for two years in a healthcare industry organization within the past three years
- Submit conforming application with one-time fee

### **Become a Fellow of HFMA (FHFMA)**

Maintain status every three years by earning 90 professional development contact hours and retaining HFMA Regular or Advanced membership



The Certified Healthcare Financial Professional (CHFP) designation is earned by successfully completing HFMA's certification program. This is the first step in achieving the designation of Fellow of the Healthcare Financial Management Association (FHFMA).

The certification program is designed to prepare individuals for increasingly responsible positions in the healthcare finance industry. Being HFMA certified indicates that certified members have a demonstrated comprehensive understanding and proficiency of HFMA's defined body of knowledge in healthcare financial management overall and in the specialty areas.

## **HFMA Certification Exam Content**

Successful completion of the HFMA Core exam and one of the specialty exams is one of the requirements to earn the CHFP designation. All HFMA members are eligible to take the certification exams. The exams are designed to assess how well the candidate can do the following:

- Apply knowledge to specific situations using judgment and logical reasoning.
- Develop reasonable conclusions.
- Evaluate data in a complex situation.
- Apply appropriate concepts and procedures to given situations.

The HFMA Board of Examiners (BOE) is responsible for bi-annually defining the certification content domains that comprise the certification program body of knowledge and updating the content of the self-study materials and corresponding exams to reflect changing conditions in healthcare financial management in the United States.

The certification self-study courses and corresponding exams cover the topics listed in the table on the following page. The 2009-2010 exams and courses expire on December 31, 2010. The Core exam contains 166 multiple-choice questions and the specialty exams each contain 83 questions. The weighting of content areas (i.e., the percentage of total items covering a chapter/content area) is defined in the following table.

## **Preparing to Take the Certification Examinations**

The following strategies could be used to prepare for the exams.

- Acquire professional experience in the areas covered on the exam.
- Plan adequate time to review content areas covered on the exam.
- Schedule time to complete the self-study course and allow adequate time to complete all practice and review exercises in those courses.
- Attend the National Coaching Course offered at ANI or locally by a chapter.
- Complete the sample exam questions (available at [www.hfma.org](http://www.hfma.org)) to become familiar with the test format and the type of questions asked.
- Take advantage of HFMA's chapter assistance. Some HFMA chapters offer exam preparation assistance. To find out what assistance your chapter provides, contact your chapter.



## HFMA 2009-2010 Certification Exam Content

| <b><i>Core Exam (150 questions)</i></b> |  |
|---|--|
| 5%                                      | Healthcare Industry Overview               |
| 6%                                      | Cost Analysis and Management               |
| 3%                                      | Financial Analysis Techniques              |
| 6%                                      | Accounting Concepts and Principles         |
| 5%                                      | Auditing and Internal Control              |
| 3%                                      | Capital Planning and Financing             |
| 6%                                      | Budgeting                                  |
| 6%                                      | Strategic Planning                         |
| 3%                                      | Investments and Cash Management            |
| 6%                                      | Information Systems                        |
| 6%                                      | Patient Financial Services/Revenue Cycle   |
| 4%                                      | Corporate Compliance                       |
| 6%                                      | Managed Care/Consumer-Directed Health Care |
| 6%                                      | Regulatory Environment                     |
| 5%                                      | Health Information Mgmt. & Case Mgmt       |
| 5%                                      | Quality and Patient Safety                 |
| 3%                                      | Management Skills                          |
| 3%                                      | Human Resources Management                 |
| 5%                                      | Legal Aspects                              |
| 6%                                      | Physician Practice                         |
| 2%                                      | HFMA Overview                              |

| <b><i>Patient Financial Services Specialty Exam (75 Questions)</i></b> |                                |
|--|--------------------------------|
| 4%   | Organizational Forecasting     |
| 15%  | Accounts Receivable Management |
| 4%   | Financial Analysis Techniques  |
| 11%  | Information Technology         |
| 11%  | Policy, Planning, & Evaluation |
| 15%  | Access Management              |
| 13%  | Claims Processing              |
| 9%   | Managed Care                   |
| 10%  | Legal Aspects                  |
| 4%   | Physician Entities             |
| 4%   | Other Related Entities         |

| <b><i>Accounting and Finance Specialty Exam (75 Questions)</i></b> |   |
|--|---|
| 12%  | Cost Analysis and Management                        |
| 15%  | Financial Planning and Budgeting                    |
| 15%  | Capital Planning and Financing                      |
| 10%  | Investments and Cash Management                     |
| 10%  | Internal Control                                    |
| 15%  | Financial Reporting, Acctg. Principles and Auditing |
| 15%  | Regulatory Environment and Corporate Compliance     |
| 8%   | Employee Benefits, Insurance, and Risk Mgmt.        |

| <b><i>Physician Practice Management Specialty Exam (75 Questions)</i></b> |  |
|---|--|
| 10%   | Physician Coding and Payment Systems                 |
| 8%  | Encounter Processing                                 |
| 16%   | Accounts Receivable: Collection, Policy & Evaluation |
| 8%  | Information Systems                                  |
| 10%   | Budgeting and Benchmarking                           |
| 8%  | Cost Analysis and Management                         |
| 10%   | Physician Compensation and Leadership                |
| 8%  | Integrated Healthcare Systems and Managed Care       |
| 4%  | Insurance and Risk Management                        |
| 7%  | Legal and Regulatory                                 |
| 11%   | Other Management Issues                              |

| <b><i>Managed Care Specialty Exam (75 Questions)</i></b> |  |
|--|--|
| 5%   | Overview of Managed Care                       |
| 10%  | The Healthcare Delivery System                 |
| 35%  | Financial Management                           |
| 15%  | Managed Care Operations                        |
| 10%  | Contracting and Negotiating                    |
| 5%   | Medical Management                             |
| 5%   | Regulation and Accreditation                   |
| 5%   | Forces Driving State and Federal Health Policy |
| 10%  | Medicare and Medicaid                          |

## HFMA Certification Program Study Materials

Study aids are available from HFMA National to help candidates prepare for the certification exams:

- The **Self-Study Courses** are materials the candidate completes independently to prepare for the HFMA exams. There is one course for each of the HFMA exams and each course contains a series of guided readings followed by review activities. These intermediate-level courses assume the candidate has baseline knowledge of the materials covered.

Questions on the certification exams are based on the material covered in these courses, although it is not required that a candidate complete the course prior to taking an exam. The self-study courses and exam questions are copyrighted by HFMA National and may not be duplicated in any form, including photocopies, scanned electronic files or audiotape. HFMA membership is not required to purchase the self-study courses. There are no prerequisites or prework required.

For a description of each of the courses or to order the courses, refer to [www.hfma.org/certification](http://www.hfma.org/certification). An order form is also available online. These books expire on the date printed on the book.

- **HFMA-Sponsored Coaching Course** is available at ANI (Annual National Institute) for each of the exams. These group live sessions can serve as an introductory overview or preview of the materials covered in the course or as a summary/review for candidates who have already completed the self-study course. There are no pre-requisites or pre-work required for completing the course. To register, refer to the HFMA website at [hfma.org](http://hfma.org).
- **Chapter Assistance.** Some HFMA chapters offer exam preparation assistance including chapter-sponsored coaching courses.

### **CPE Credit for Self Study Courses**

The number of credits awarded is determined by the average completion time of individuals representative of the target audience who completed the intermediate level course. For a person to receive CPE credit, the course must be completed and required documentation submitted to HFMA (with the minimal level of performance being met as specified in the course materials) within one year of the purchase date or prior to the expiration date of the course (as printed in the course), whichever date comes first. The candidate is advised that CPE requirements may differ by jurisdiction and candidates should consult with their reporting jurisdiction. CPE will be awarded in the field of Specialized Knowledge and Application. There are no prerequisites or prework required for this intermediate level class.

For each paid copy of the course, only one person may submit the documentation required to receive CPE (the self-assessment score log, the end-of-course test answer sheet, and the end-of-course evaluation), although multiple persons may use the materials to study and prepare for an exam. For example, the purchaser of the self-study guide may not allow someone else to copy the Administration section of the book and also submit the required forms for CPE. The person requesting CPE must be the only person doing so for that copy of the book. Original forms must be mailed as directed on the forms. Faxes will *not* be accepted.

Participants will receive a certificate of program completion reflecting the number of instructional hours earned for independently completing required activities in the 2009-2010 self-study course as follows. Processing of CPE requires 60 to 90 days. To receive CPE for the 2009-2010 courses, required documentation must be submitted within one year of purchasing the course and prior to December 31, 2010, or whichever date comes first.

- Core Program self-study course – 10.0 CPE credits
- Accounting and Finance Specialty self-study course – 13.0 CPE credits
- Patient Financial Services Specialty self-study course – 9.5 CPE credits
- Financial Management of Physician Practices Specialty self-study course – 10.5 CPE credits
- Managed Care Specialty self-study course – 14.0 CPE credits

### **National Coaching Course**

Participants receive CPE credits (in the field of Specialized Knowledge and Application) for attending the group live Core Program of specialty exam National Coaching Courses at the HFMA Annual National Institute (ANI), for which the date and location varies each year. The objectives of the course are to provide a preview or a review of content covered in the course and as a means to preparing for the corresponding certification exam. Participants receive a certificate of completion reflecting the number of CPE hours earned, which is based on the actual length of the course. There are no prerequisites or prework required for this intermediate level class.

### **HFMA Ironclad Guarantee**

HFMA National stands behind the quality of the certification programming. If a candidate is not satisfied with the quality of the self-study materials, HFMA National will provide the candidate with a full refund. Candidates seeking a refund must provide HFMA with written comments within one month of ordering and prior to the expiration date of the materials. Refunds will not be granted past one month from the date of ordering the certification study materials. Refunds requested for reasons other than dissatisfaction with the quality of the materials will be issued only upon receipt of unopened (i.e., shrink wrap remains intact) self-study materials including the binder. In all cases, the refund will be issued to the party that paid for the order. For information regarding administrative policies such as complaint and refund, please contact HFMA directly at: HFMA, Professional Development Department – Career Services, Two Westbrook Corporate Center, Suite 700, Westchester, IL 60154, or call 800-252-4362, press 2.



**S P O N S O R S** Healthcare Financial Management Association Educational Foundation is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Web site: [www.nasba.org](http://www.nasba.org)

CPE requirements may differ by jurisdiction; therefore participants should consult their reporting jurisdiction. All HFMA National-sponsored education programs earn points toward HFMA certification maintenance requirements.

## Signing up for the Certification Exams

The HFMA certification exams are administered via the Internet and must be proctored by an HFMA certified member approved by the member's chapter and by HFMA National. Candidates must be an active HFMA member and have up to one year after registering for an exam to complete that exam. After one year has passed without the exam being completed, the candidate is required to submit a new exam application with appropriate fees. *The exam is always based on the current version of the self-study materials and available only until the expiration date of those materials as published in them.*

The Core exam and one or more specialty exams may be taken on the same day or on separate dates. One exam is not a prerequisite to any other exam; they can be taken in any order.

- The Core exam contains 166 questions, and the candidate is allowed up to four (4) hours to complete it.
- The Specialty exams contain 83 questions on each exam, and the candidate is allowed up to two (2) hours each to complete each exam.

## Examination Confidentiality

Candidates are required to accept all policies and procedures as stated in the Exam Candidate Handbook (available at: <http://www.hfma.org/certification/chfp/examapplication/CandidateHandbook.htm>) that they will not divulge the nature or content of HFMA examinations test items, engage in unauthorized communication during the examination, refer to unauthorized materials or use unauthorized equipment during the exams. A confidentiality statement is included in the exam application process and in the instructions to the candidate that accompanies the certification examination. Acceptance of the confidentiality statement is required to launch the examination. Candidates refusing to accept the confidentiality statement will not be allowed to schedule certification examinations.

## Scheduling the Examination

To take any of the HFMA certification exams, advance arrangements must be made and a signed, completed CHFP Examination Application with non-refundable payment submitted as indicated on the application:

- HFMA confirms applicant is a current HFMA member in good standing.
- The exam candidate *must* sign the exam application and attest to their knowledge of and agreement to abide by all policies and procedures as stated in the HFMA Certification Exam Candidate Handbook available at: <http://www.hfma.org/certification/chfp/examapplication/CandidateHandbook.htm>
- The candidate is responsible for working through a local HFMA chapter to take the exam with an approved proctor. Proctors must be certified members of HFMA. Persons forbidden to serve as proctor for a candidate are family relatives of the candidate, or persons from the same organization as the candidate and holding a direct reporting or supervisory role with regards to the candidate. HFMA members have access to a list of approved proctors for their chapter online at: <http://www.hfma.org/certification/chfp/examdates/>
- Chapters and proctors coordinate to establish test dates for the chapter. Candidates may take an exam through any chapter. As provided by the chapters, dates and locations are posted online at <http://www.hfma.org/certification/chfp/examdates/> Candidates must communicate with chapters/proctors in advance to ensure there is available space and computer workstations. Candidates may also independently locate an approved proctor and set a mutually agreeable test date and location with that proctor.
- Exam applications *must* include the name of proctor as well as the mutually agreed upon exam date. Candidates will be authorized to take the exam with that proctor *ONLY*.
- *Phone applications will not be accepted.* Applications can be submitted through the HFMA web site or faxed for charge payment. Application with check payment must be mailed and applications with charge payment can be submitted online, mailed, or faxed. ***Exam fees are non-refundable.***

Candidates must allow ten (10) business days from the time HFMA National receives the exam application with charge payment until being authorized to take an examination and assigned a password. Fifteen (15) business days must be allowed for processing of check payment. Candidates requesting processing of an application in less than the above stated timeframes will be assessed a \$25 expedite processing fee for that application, payable prior to completing the exam. If too short of a notice is provided, HFMA reserves the right to decline processing of the application and scheduling of the exam.

After the application has been processed and approximately three (3) business days prior to the scheduled exam, the candidate and the designated proctor each will receive a unique, time-sensitive password (good for only the designated exam date) in an e-mail notification.

- HFMA National is not responsible for any errors in the date provided on the application or other information supplied by the exam candidate.
- The password notification will be sent to the candidate and proctor's e-mail address as listed in their HFMA member profile.
- HFMA National is not responsible for undelivered passwords or related messages due to an invalid e-mail address in a member's record. It is the responsibility of the proctor and the candidate to ensure their HFMA member profile is current and accurate.
- It is the responsibility of the candidate and proctor to ensure passwords are received in advance of the exam, and contacting HFMA National as appropriate.

### **Re-scheduling an Examination**

Candidates have a maximum of one year after registering for an exam in which to complete that exam.

The candidate wishing to reschedule and exam is responsible for the following:

- Informing the proctor as soon as possible of the need to re-schedule.
- Contacting the chapter, if the chapter is administering the exam, to determine when the chapter will next offer that exam. If the date conflicts with a candidate's schedule, the candidate may complete the exam on a day offered by another chapter.
- Informing HFMA Career Services in writing at [certification@hfma.org](mailto:certification@hfma.org). When doing so, the candidate must be prepared to identify the following:
  - The name of the proctor with whom the candidate was going to be taking the exam and the mutually agreeable date for the exam as established by the proctor and the candidate.
  - The proctor with whom the candidate will now be taking the exam and that rescheduled date

Candidates rescheduling an exam date more than two times will be subjected to a \$25 administrative fee for each subsequent requested change of date.

### **Reporting to the Examination Location**

Candidates should report to the exam location on the scheduled date about 10 minutes before the scheduled start time for the exam and bring the following items:

- The assigned password. The candidate and proctor each receive e-mail notification of their passwords about three business days in advance of the scheduled date for the examination.
- Photo identification, such as a valid driver's license
- Silent, battery operated, non-printing calculator

Proctors are fully responsible for coordinating any efforts required to ensure full functionality of the computers and the exam administration software. HFMA National staff support is available only during normal business hours.

The following are *not* allowed in the testing room/area:

- Blank “scratch” paper for use during the examination.
- Reference or other materials or paper of any type including books, newspapers, magazines, the self-studies or study aids, and personal notes.
- Electronic capture, recording or transmission devices of any kind.
- Cell phones or other photographic/image capturing devices.
- Communication with other candidates during the examination.
- Eating, drinking or use of tobacco.

## **Taking the Examination**

Without permission of the proctor, candidates are not allowed to leave the exam room/area after the exam begins. Once familiar with the way the computer equipment works, candidate may start the exam.

- Enter password in the “Name” field.
- Approved proctor enters password in the “Password” field. Available exams are listed.
- Select from the available menu the exam to complete. If the wrong exam is listed, contact HFMA National immediately at 1-800-252-4362, ask for certification. Using unauthorized passwords or completing the wrong exam could invalidate the exam results.
- Agree to maintain confidentiality of the exam and to abide the policies and procedures stated in the CHFP Exam Candidate Handbook as agreed when the exam application was signed.
- Enter answers directly into the system by clicking the mouse on the selected answer. Once an exam section (i.e., questions corresponding to a content area/study guide chapter) is complete and responses to that section are submitted, a candidate is NOT allowed to go back into that section.
- After submitting the last exam section, responses are processed immediately and the overall score is presented. Candidates may print this screen for their records. Confirmation of the score is sent in an e-mail to the candidate’s e-mail address as listed in the HFMA member profile.

## **How the Examinations are Scored**

The HFMA BoE has worked with experts in testing and psychometrics to ensure that test items are valid and scoring is accurate, fair, valid, and verifiable. The HFMA National examinations are graded using scaled scores. The score is based on the total number of questions answered correctly. Unanswered questions are scored as incorrect. The minimum passing score is 21. Candidates do not receive detailed information about scores on sections or correctness of specific exam questions. Scores (including Pass or Fail status) are not shared by HFMA with anyone other than the candidate. HFMA discloses only aggregate score data that will not divulge or imply the result of an individual candidates score.

## **“Conditioned” Status**

To satisfy the HFMA National certification exam requirement, candidates must successfully complete both the Core exam and one of the specialty exams within 24 months of successfully completing the first exam. “Conditioned” status means the candidate has passed one of the two required exams. For example, if a candidate has passed the Core exam, and not the specialty exam, the candidate is in a “conditioned” status and required to successfully complete the specialty exam prior to the end of the 24-month period as part of the CHFP requirements.

If both exams are not successfully completed within the required 24-month period, both exams must be retaken. When retaking an exam, candidates must complete a CHFP Examination Application and submit it with the appropriate non-refundable fee.

## **Retaking an Examination**

If a candidate does not successfully complete an exam and would like to retake that exam, the candidate must repeat the exam application process, including submitting a completed exam application with the appropriate non-refundable fee. *The BoE will not permit exams to be retaken more often than once every 90 days.* For retakes, the candidate is assigned a different version of the exam that is composed of comparable, yet different questions. Exams scheduled for retakes will be a different version than the one just completed and will always be based on the current version of the exam.

## **Examinations for Individuals with Disabilities**

In accordance with the American with Disabilities Act (ADA), the BoE will allow reasonable modification of test administration processes in circumstances where a determination has been made that a candidate's disabilities require departure from established testing protocol and where the accommodation will not affect test validity and reliability. A written request, including appropriate written medical verification of the disability and stipulated accommodations for the disability, must be submitted to HFMA National at least 30 days prior to scheduling an examination date with a chapter or proctor. Requests will be handled on a case-by-case basis.



# HFMA Certification Exam Application

## Membership Status. *Are you an HFMA member?*

Yes. Member # \_\_\_\_\_ Chapter # \_\_\_\_\_

No. Membership is required to take the certification exams. Call 800-252-4362, ext 2 for information on membership.

## Contact Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Employer \_\_\_\_\_ Position title \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone \_\_\_\_\_ FAX \_\_\_\_\_ e-mail \_\_\_\_\_

## Examination Information and Non-refundable Fees

Place an X next to all exams for which you are applying. (NOTE: To become certified, the Core *and* one specialty exam must be successfully completed within a 24-month period.) Exams must be completed within one year of submitting an exam application or the fee paid will be forfeited.

- Fee**
- \$125 Core Exam
  - \$125 Accounting & Finance Specialty Exam
  - \$125 Managed Care Specialty Exam
  - \$125 Patient Financial Services Specialty Exam
  - \$125 Financial Management of Physician Practice Specialty Exam
  - \$ 25 Expedite processing fee (less than 10 business days allowed for charge payment processing)
  - TOTAL amount due**

Exam Date \_\_\_\_\_ Name of Proctor \_\_\_\_\_

*Requested date must allow for the required payment processing time as described below. If not, scheduling of exam for requested date cannot be guaranteed. Application without an exam date or proctor name will not be processed.*

## Payment Information

Check enclosed (payable to HFMA) for \$ \_\_\_\_\_ Check Number \_\_\_\_\_ (for tracking purposes)

*(Allow 15 business days for processing of payment)*

Charge my: (check one)  VISA  MasterCard  Discover Card  American Express

*(Allow 10 business days for processing of payment)*

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

## Exam Candidate Signature --- REQUIRED ---

By signing this application and submitting it, I agree to maintain confidentiality of the exam and to abide by the policies and procedures stated in the CHFP Exam Candidate Handbook.

\_\_\_\_\_  
Exam Candidate Signature

\_\_\_\_\_  
Date

## Submit the completed and signed application. *Phone applications not accepted.*

**MAIL to:** HFMA, Accounting Department, Two Westbrook Corporate Center, Suite 700, Westchester, IL 60154

**FAX to:** 708-531-0665 ATTN: Member Services Center (Credit card applications only)



## Requirements for CHFP Certification

The requirements for becoming a Certified Healthcare Financial Professional (CHFP) include submitting an application (within 24 months of successfully completing the first exam) to attest to the following:

- **Membership in HFMA** (regular or advanced member) for a minimum of two (2) full years (not necessarily consecutive years) and currently an active member in good standing. Student membership does not count toward the two-year membership requirement.
- Successful completion the **Core exam and one specialty exam** within 24 months of successfully completing the first exam.
- At least two (2) years of **professional experience** in healthcare financial management.
- Meet the **education requirement**. Complete a minimum of 60 semester hours of course work at an accredited college or university. An alternative is to complete the equivalent of 60 hours of relevant professional development within two years prior to submitting the CHFP application. The BoE has determined that “accredited” programs be defined to mean programs offered by schools and universities that are accredited by agencies recognized by the US Department of Education (DoE) and/or the Council for Higher Education Accreditation (CHEA).
- Obtain **two references** and request the reference to complete the appropriate section of the CHFP application.
  - A reference from the CEO or the immediate supervisor of the candidate’s current employer. If the candidate is a CEO or self-employed, a reference may be provided by a client.
  - A reference must be from the candidate’s local HFMA Chapter President, President-Elect or other elected chapter officer.
- The candidate’s signature and the **seal of a notary public** are required. The original application must be mailed to HFMA National. Faxed or copied applications will not be processed.
- The one-time only, non-refundable **processing fee** must accompany the application (see next page). If the application is not accepted, HFMA National will return the application fee. The fee covers the expense for issuance of a certificate for one specialty.

## Announcement of Certification Results

Approximately 60 to 90 days after HFMA National receives a CHFP application, the designation is awarded if all requirements are met.

- If the application is found to be conforming, the designation will be awarded and the member’s record updated to reflect such.
- If there are deficiencies in information provided or in meeting requirements for FHFMA, the candidate is informed of such and required to remove all deficiencies to be awarded the designation.
- If preliminary review indicates that the application requires review by the BoE Examiners, it will be reviewed at the BOE’s next scheduled meeting.

Certificates for members achieving CHFP status are mailed to the Chapter President for presentation to the candidate in a manner of their choice. Certificates are not mailed directly to the candidate.

## **Earning More than One Certification Specialty**

To become a CHFP, the exam requirement specifies that a candidate must successfully complete the Core exam and one specialty exam. Additional specialties may be earned after minimum requirements are met for becoming a CHFP.

- Candidates may earn additional specialties by successfully completing the exam for that specialty. To take additional exams, the candidate is required to submit the certification exam application and payment.
- Upon successful completion of the exam, the candidate is required to submit the Application for Additional Specialty with appropriate fees, as included following the Application for Additional CHFP Certification Specialty in the following section.
- Upon processing of the application, a certificate for the additional specialty(ies) will be issued. Processing of the application and certificate takes 60 to 90 days.
- Certificates are mailed to the Chapter President for distribution as deemed appropriate by the chapter.

## **Requesting a Duplicate or Replacement Certificate**

Candidates requesting a duplicate or replacement certificate must submit a Duplicate Certificate Request form (can be found at [www.hfma.org/certification](http://www.hfma.org/certification)) The fee covers expenses for the certificate, postage, and required administrative resources.

# HFMA CHFP Application

## Personal Information

*The certificate will be printed with the formal name exactly as it is in your member profile. Please be sure your profile is accurate.*

HFMA Member # \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

## Education

*Place an "X" on the line describing how you are supplying this information with this application.*

Copy of college or university transcript or diploma attached.

Fulfilling requirement with 60 contact hours completed within two years prior to submitting this application.  
List of relevant activities attached.

## Professional Experience

**Current Employer** \_\_\_\_\_ Your Position Title \_\_\_\_\_

Employer's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

Dates of Employment \_\_\_\_\_

**Prior Employer** \_\_\_\_\_ Your Position Title \_\_\_\_\_

Employer's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

Dates of Employment \_\_\_\_\_

## References from CEO AND HFMA Chapter Officer

*Request each reference to provide the following information.*

### **CEO or Immediate Supervisor**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Business Phone \_\_\_\_\_ Business e-mail \_\_\_\_\_

I hereby declare that to the best of my knowledge the applicant is of good character and should be granted the duties and privileges of an HFMA certified member.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Continued on back side of page)*

# HFMA CHFP Application

*Chapter President, President-Elect or Other Elected Chapter Officer*

Name \_\_\_\_\_

Career Title \_\_\_\_\_ Chapter Officer Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Business Phone \_\_\_\_\_ Business e-mail \_\_\_\_\_

I hereby declare that to the best of my knowledge the applicant is of good character and should be granted the duties and privileges of an HFMA certified member.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Notarized Affidavit

*This section must be completed and signed by a notary public. The original application must be mailed to HFMA National. Copies of the application and/or faxes of it will not be processed.*

I hereby declare before the proper authority that the statements contained in this CHFP Certification Application are correct to the best of my knowledge. I understand and by my signature subscribe to the HFMA Code of Ethics, with knowledge that any false statement or misrepresentation that I make in completion of this application may result in this application and issuance of a complaint of violation of said code.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

County of \_\_\_\_\_ State of \_\_\_\_\_

Printed Name of Notary \_\_\_\_\_

Signature of Official Notary \_\_\_\_\_

Sworn and subscribed before me on this date \_\_\_\_\_

Seal

## Payment Information *\$75.00 processing fee*

\_\_\_ Check enclosed payable to HFMA for \$75.00 \_\_\_\_\_ Check number (for tracking purposes)

\_\_\_ Charge my: (check one) \_\_\_ Visa \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Discover Card

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

***Allow 60-90 days for processing***

***Please mail completed original application and payment to:***

HFMA, Attn: Accounting Dept.  
Two Westbrook Corporate Center, Suite 700  
Westchester, IL 6015

## Requirements for Fellowship in HFMA

The requirements for becoming a Fellow of the Healthcare Financial Management Association (FHFMA) include submitting an application to attest to the following:

- Be *certified as a CHFP* in HFMA. If all requirements are met, a candidate can apply concurrently for the CHFP and Fellow designation although the Fellow designation will be awarded the month following the CHFP designation being awarded.
- **Membership in HFMA** (regular or advanced member) for at least five (5) years total (not necessarily consecutive) and currently an active current member in good standing. Student membership does not count toward the five-year membership requirement.
- Provide a *reference* from a Fellow in HFMA or current officer of the local chapter.
- Meet the **education requirement**: Complete a B.A. or B.S. degreed program, or 120 semester hours from an accredited college or university. The Board of Examiners has determined that “accredited” programs be defined to mean programs offered by schools and universities that are accredited by agencies recognized by the US Department of Education (DoE) and/or the Council for Higher Education Accreditation (CHEA).
- **Volunteer** in HFMA and/or the industry and complete **one** of the following:
  - Earn the HFMA *Follmer Bronze award* by earning 25 Founders points (for HFMA volunteer activity) under the current Founders Point system, or be a former recipient of the award.
  - *Volunteer in the chapter*. Using the current Founders point criteria, earn a minimum of two points per year in two consecutive years. *These activities must have been completed within three years prior to submitting the FHFMA application.* For a list of eligible activities, refer to the HFMA web site.
  - *Volunteer service for two years in a healthcare industry organization* such as a state hospital association committee or task force; a local, state or federal government healthcare committee or task force; a professional association (e.g. ACHE, MGMA, etc.) committee or task force. A written report of the activities and verification are required. *These activities must have been completed within three years prior to submitting the FHFMA application*
- FHFMA application with signature and **seal of a notary public**. Original application must be mailed to HFMA National. Copied or faxed applications will not be processed.
- The one-time only, non-refundable **processing fee** must accompany the application (see next page). If the application is not accepted, HFMA will return the application fee.

## Announcement of Fellowship Application Results

Approximately 60 to 90 days after HFMA National receives an FHFMA application, the designation is awarded if all requirements are met.

- If the application is found to be conforming, the designation will be awarded and the member’s record updated to reflect such
- If there are deficiencies in information provided or meeting requirements, the candidate is informed of such and required to remove all deficiencies to be awarded the designation.
- If preliminary review indicates that the application requires review by the BoE Examiners, it will be reviewed at the BOE’s next scheduled meeting.

Certificates for members achieving FHFMA status are mailed to the Chapter President for presentation to the candidate in a manner of their choice. Certificates are not mailed directly to the candidate.

## Requesting a Duplicate or Replacement Certificate

Candidates requesting a duplicate or replacement certificate must submit a Duplicate Certificate Request form (located following the Self-Study Course Order Form). The \$25 fee covers expenses for the certificate, postage, and required administrative resources.



# Fellow of HFMA (FHFMA) Application

**Membership Status** *Are you currently a certified (CHFP) member of HFMA?*

- Yes. HFMA Member # \_\_\_\_\_  
 No. Being a certified member is required to become a FHFMA.

**Personal Information.** *Your name will appear on your certificate exactly as you have it in your member profile. Please be sure your HFMA member profile is accurate.*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Home Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

**Education.** *Bachelor's degree or 120 semester hours from an accredited college or university is required.*

Place an "X" on the line describing how you are supplying this information with this application.

- Education information on file with HFMA.  Copy of transcript or diploma attached.

**Professional Experience.** *List the most recent and prior employer. Attach additional pages as needed.*

**Current Employer** \_\_\_\_\_ Your Position Title \_\_\_\_\_

Employer's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

Dates of Employment \_\_\_\_\_

**Prior Employer** \_\_\_\_\_ Position Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

Dates of Employment \_\_\_\_\_

**Reference.** *Obtain a reference from either a current FHFMA or an HFMA chapter officer.*

Name \_\_\_\_\_ Chapter Officer Title \_\_\_\_\_

Career Title \_\_\_\_\_ Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Business Phone \_\_\_\_\_ Business e-mail \_\_\_\_\_

I hereby declare that to the best of my knowledge, the applicant is of good character and should be granted the duties and privileges of a Fellow of the HFMA.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Continued on back side)*

# Fellow of HFMA (FHFMA) Application

**Volunteer Activity:** *To indicate how you have met this requirement, check **one** of the following and attach required information.*

\_\_\_\_\_ **Follmer Bronze Award** earned \_\_\_\_\_ (year)

\_\_\_\_\_ **Volunteer in the Chapter.** *These activities (two Founders Points for two consecutive years) must have been completed within three years prior to submitting the FHFMA application. Attach a list of qualifying activities including a description of the activity and dates of participation. Include your name and HFMA member number on the attachment.*

\_\_\_\_\_ **Volunteer service for two years in a healthcare industry organization.** *Provide the name of the organization, description of the volunteer activity, date of volunteer activity, and a contact person with which HFMA National can verify the volunteer activity. These activities must have been completed within three years prior to submitting the FHFMA application. Include your name and HFMA member number on the attachment.*

**Affidavit.** *This section must be completed and signed by a notary public.*

I hereby declare before the proper authority that the statements contained in this application for Fellowship are correct to the best of my knowledge. I understand and by my signature subscribe to the HFMA Code of Ethics, with knowledge that any false statement or misrepresentation that I make in completion of this application may result in this application and issuance of a complaint of violation of said code.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

County of \_\_\_\_\_ State of \_\_\_\_\_

Sworn and subscribed before me on this date \_\_\_\_\_

Signature of Official Notary \_\_\_\_\_ Printed Name of Notary \_\_\_\_\_

Seal

**Payment Information.** *\$150.00 processing fee*

\_\_ Check enclosed payable to HFMA for \$150.00 \_\_\_\_\_ Check number (for tracking purposes)

\_\_ Charge my: (check one)    \_\_ Visa    \_\_ MasterCard    \_\_ American Express    \_\_ Discover Card

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

***Allow 60-90 days for processing***

***Please mail completed application with payment to:***

HFMA, Attn: Accounting Dept; Two Westbrook Corporate Center, Suite 700  
Westchester, IL 60154

## Maintaining Certification - CHFP and FHFMA

Attaining an HFMA certification designation indicates achievement of a high level of professional competence that is measured by meeting certain experiential and professional requirements. The HFMA Board of Directors requires that both CHFPs and FHFMA complete professional educational activities to demonstrate they are maintaining their technical and professional competence. All certified members are required to maintain their designation through participation in continuing education every three years, with the reporting period being June 1 of the year CHFP was earned and ending May 31 three years later. Subsequent maintenance reporting cycles are every three years thereafter.

### Requirements for Certification Maintenance

The BoE has specified the following maintenance requirements:

- Certified members are required to be **active Regular or Advanced members of HFMA** and in good standing. Failure to renew membership will result in removal of the CHFP and FHFMA designations.
- Certified members are required to accumulate a total of **90 contact hours** in eligible professional development activities over the three-year period with a minimum of **20 contact hours per year and at least 50% of the contact hours (45 hours) being healthcare finance focused**. The remaining required hours may be attained by attending eligible programs and professional activities that contribute to the development of business and/or technical skills.
- A **contact hour is defined** as 50 minutes of continuous programming less breaks, meals, social activities, etc.
- Candidates are required to **self-report** eligible activities in an on-line system available to members only on the HFMA web site at: [http://www.hfma.org/members\\_only/certification/education\\_activity.cfm](http://www.hfma.org/members_only/certification/education_activity.cfm) This is the only record that will be reviewed by HFMA National to determine if the maintenance requirements have been met. *Hard copy records will no longer be accepted.*  
*Members are required to keep their records current for all education activities they attend, including proctoring HFMA exams, local chapter education events, or other professional organization activities. HFMA National will record all education activities for which a CPE letter was issued to the member. Refer to Appendix A for information on how to report education activities and how to view reported activities.*
- HFMA reserves the right to request that proof of attendance and participation in any reported educational activity be provided to validate reported hours. It is recommended that documentation for reported activities be retained for one year past the end of the maintenance reporting due date, i.e. the “good thru” date.
- Candidates are responsible for ensuring the **accuracy and completeness of their records by June 1 of the year maintenance is required**. Candidates with deficiencies will be required to eliminate that deficiency by September 1 of the year in which maintenance is required. The three-month grace period is for the reporting of relevant education activities, not additional time to complete/attend additional education activities to meet the 90-hour requirement. *Failure to meet the maintenance requirements by May 31 of the Good Thru year and report by September 1 of that year will result in loss of the designation.* (For a list of **Eligible Education Activities**, see Appendix B.)

In lieu of participating in the Certification Maintenance program, certified members can retain currency by successfully re-taking both the Core and specialty examinations, and submitting required personal references.

## Failure to Maintain Certification

The BoE policy states that a member's failure to complete the above maintenance requirements, including remaining an active HFMA member, will result in removal of the certification designation. After the **three-month grace period** for reporting activities completed within the designated reporting period has expired (i.e., September 1 of the year maintenance is required) without the certified member meeting the certification maintenance requirements, the member must complete the entire certification process again, including successfully completing the two requisite exams and meeting all other requirements to become a CHFPP, including submission of a CHFPP application with the appropriate fees.

## Exceptions for Maintenance

Retired Members - Upon becoming retired fully from employment *prior to the end of the reporting cycle* and informing HFMA in writing ([certification@hfma.org](mailto:certification@hfma.org)) of a retired status, the BoE will grant HFMA certified members in good standing an "emeritus" status. *To be eligible for emeritus status, members must retire and send notification of such prior to May 31 of the Good Thru year.* Members retiring after that date are required to meet the maintenance requirements. Members granted emeritus status are exempt from the certification maintenance requirements and automatically retain their HFMA certification designation **as long as retired membership status is retained.** Active Regular or Advanced Members are not eligible for emeritus status.

Failure to retain Retired member membership status will result in removal of the designation. The designation will then need to be re-earned by successfully completing the two requisite exams and meeting fully all other requirement to become a CHFPP or FHFMA, including submission of the CHFPP and/or FHFMA application.

### Waiver Request

Waivers must be submitted by August 31 in the year in which the member is due to maintain, i.e., the year of the Good Thru date. Candidates who are unable to meet the requirements for application certification maintenance due to unusual and/or extenuating circumstances (such as these listed below) may request a waiver from stated policy and procedures by presenting a formal request for such a waiver to the BoE prior to the end of the 90-day grace period for your reporting cycle. Questions: [certification@hfma.org](mailto:certification@hfma.org).

- **Foreign Residency**
- **Health**
- **Military Service**
- **Other Similar Reasons**

Candidates must put all requests in writing and submit the written waiver request to the HFMA Director of Professional Development, Joseph G. Abel ([jabel@hfma.org](mailto:jabel@hfma.org)). Waiver requests should include the following information:

- Description of extenuating circumstance prohibiting certification maintenance requirement to be met
- Description of the education activities and total contact hours/education points completed for the current three-year reporting period
- A plan of how the 90-hour requirement will be met by when

The BoE Executive Council reviews the written waiver request and determines whether the request will be allowed and/or by what date evidence of maintaining the designation must be met. When waivers are presented to the BoE, the following materials will be provided:

- A copy of any letter or document provided by the member making the appeal, with all identifying information removed.

- A synopsis by staff presenting the important points of the request, with additional information as appropriate. Staff will also provide references to similar waiver requests from the history of requests to provide BoE members with a frame of reference.

The member requesting the waiver will be notified of the outcome by Joseph Abel, HFMA Director of Professional Development.

### **Loss of Certification Designation**

In addition to loss of designation through failure to meet the maintenance as well as active Regular or Advanced membership requirements, the HFMA certification designations, CHFP and FHFMA, will be revoked if a certified member is found to have violated the HFMA Code of Ethics and/or is expelled from membership by the HFMA Board of Directors. Those losing their designation due to failing to maintain during the required year will be required to meet all requirements for becoming certified, including successfully completing the Core and a specialty exam, among other requirements.

## **Frequently Asked Questions about HFMA's Certification Program**

**Q:** What are the benefits of becoming a Certified Healthcare Financial Professional (CHFP) or Fellow of the Healthcare Financial Management Association (FHFMA)?

**A:** CHFPs and FHFMA members demonstrate commitment to ongoing professional development and are more likely to be considered qualified for higher-level positions in the healthcare finance industry. They are also generally viewed more favorably for advancement and job retention during downsizing situations.

### **Certified Healthcare Financial Professional (CHFP) Program**

**Q: What are the requirements for becoming a CHFP?**

**A:** To become a CHFP, you must be a regular or advanced HFMA member for a total of 24 months (student membership does not count toward this requirement); have two years of healthcare financial management experience; receive passing scores on the HFMA Core and one specialty exam; have completed a minimum of 60 semester hours at an accredited college or university; and provide required references. A notarized application must be submitted with the processing fee within 24 months of passing the first exam.

**Q: If I passed both exams, do I need to apply for certification?**

**A:** Yes. Successful completion of the exams is only one requirement to be certified. You must complete all other requirements prior to submitting a conforming CHFP application available on line at hfma.org.

**Q: I am already certified and want to add another specialty to my credentials. Do I need to retake the Core exam?**

**A:** No. If you maintain your certification, it is not necessary to retake the Core exam. For any additional specialties, complete and submit the exam application with appropriate fees. The specialty will be granted upon successfully completing the exam and applying for the additional specialty. The exam application is located on line.

### **Certification Exam Preparation Resources**

**Q: I'm interested in taking the CHFP exam. What resources are available to prepare for the exam?**

**A:** A self-study course has been written specifically to prepare you for each of the exams. The certification exam questions are based on content covered in the current version of the self-study courses, which are updated every two years. (The expiration date is printed on the materials.) Review questions contained in these courses are different from those on the certification exam. Also, HFMA National offers coaching/review courses at ANI. Chapter resources for exam preparation vary by chapter and may include a locally sponsored coaching course and shared library resources. Check with your chapter for more information on what resources are available locally.

**Q: How can I order the courses?**

**A:** They can be ordered on line at hfma.org under the CHFP section of the certification area. These courses expire on the date printed in the study guide.

**Q: Will I receive CPE for completing the self-study courses?**

**A:** The print self-study courses are CPE eligible based on the National Association of State Boards of Accountancy (NASBA) standards. CPE is awarded when you complete the course prior to the December 31, expiration date (check 2 year cycle), submit required documentation, and meet stated minimum requirements.

- Core program – 10.0 CPE credits
- Accounting and Finance – 13.0 CPE credits
- Patient Financial Services – 9.5 CPE credits
- Financial Management of Physician Practices – 10.5 CPE credits
- Managed Care – 14.0 CPE credits

Be advised that the CPE requirements may differ by jurisdiction and the candidate is responsible for consulting with their reporting jurisdiction.

**Q: What is the best way to prepare for the exams?**

**A:** Become familiar with the content covered on the exam by completing the corresponding self-study course for the exam that you will be taking. Read the objectives at the beginning of each chapter. They define what you should know as a result of completing the chapter and its activities. Complete the review activities at the end of each chapter and the end-of-course test to assess how well you know the content covered in the course. Find others who will be taking the exam and study together. Check with your local chapter if any such study groups have been set up. Allocate your review time for the chapters according to the percentage of test questions on the exam that will come from that chapter. The exam questions are allocated as listed in the chart at hfma.org.

**Certification Exam**

**Q: Where and how is the CHFP exam administered?**

**A:** HFMA's exams are administered via the Internet through a secure browser. They are administered locally and are proctored by an approved, certified HFMA member. The exams are also available with advance registration at the Annual National Institute (ANI). Approved proctors and exam dates/locations are listed at hfma.org under the Certification section of the certification area.

**Q: How do I sign up for an exam?**

**A:** When you are ready to take the exam, contact an approved proctor and establish a mutually agreeable date. An application for the exam must be submitted at least 10 business days in advance of the scheduled exam date and include the name of the proctor, the scheduled date of the exam, and the appropriate fee. There is a \$125 fee for each the Core exam and specialty exam. You must complete the exam within one year of submitting the application or the fee will be forfeited. You will then be required to submit a new application with the appropriate fee. An on-line exam application form is available under the certification area of [www.hfma.org](http://www.hfma.org)

**Q: How do I know that HFMA has received my application and I am scheduled to take the exam as requested on the application?**

**A:** You will know that your exam application has been processed and you are approved to take the exam when you receive an e-mail approximately three business days prior to the scheduled exam containing the password needed to access the exam. Your proctor is also issued a password. These passwords are unique and time sensitive, being good only on the day of the scheduled exam. They are sent to the e-mail address in your HFMA member record.

**Q: Do I need to take both exams at the same time?**

**A:** No. It doesn't matter when or in what sequence you complete the Core and one of the specialty exams, as long as you successfully complete both within 24 months of each other. If you chose, you may complete the exams on the same day, two different days, the Core exam first or the specialty exam first. Your level of preparedness should drive when you complete the exams. The exams are always based on the current version of the self-study materials.

**Q: When will I know if I successfully completed an exam?**

**A:** You receive your results immediately after submitting your response to the last set of questions on the exam. You are provided your overall score only and will NOT receive detail on how you performed on individual questions or sections of the exam. You will also receive an e-mail confirmation generated through the testing system.

**Q: What happens if I do not successfully complete an exam?**

**A:** You must wait 90 days to retake the exam and submit a completed application with the appropriate payment. You can continue retaking the exam until you successfully complete it. The exam is always based on the current version of the self-study materials and if your retake crosses over versions of the exam, you may be taking an exam based on a current version of the course. Both exams must be successfully completed within 24 months of successfully completing the first exam.

**Q: I know I must pass the Core exam and one Specialty exam to be certified. What happens if I pass only one of the exams?**

**A:** You will be in a “conditioned” status and will not have to retake the exam you have successfully completed unless you exceed the 24-month period in which both exams must be passed. Assuming all other requirements for certification have been met, the exam that you must retake must be successfully completed within 24 months of taking the first exam in order to be eligible to attain CHFP status.

**Q: I was just notified that I passed the exams and I submitted an application attesting that I fulfilled all other requirements to become a CHFP. When will I receive my certificate?**

Applications are batch processed. Certificates are signed by various individuals and are typically sent to the chapters for distribution about every 60-90 days. HFMA National does not mail certificates directly to the newly certified member. They are sent to the chapter president for distribution in a manner of their choice.

**Fellow of HFMA (FHFMA)**

**Q: What are the requirements for becoming a FHFMA?**

**A:** To become an FHFMA, you must be a regular or advanced member of HFMA for at least a total of five years (student membership does not count toward this requirement) ; hold the CHFP designation; have a bachelor’s degree or 120 semester hours of college credit from an accredited education institution; meet the volunteer activity requirement, and provide favorable references. You must then submit to HFMA National a conforming, notarized application with the processing fee.

**Q: I’ve been a CHFP and am interested in becoming a Fellow. What do I need to do?**

**A:** First, determine if you have met all of the requirements for becoming a Fellow. If you have, submit a notarized application with the processing fee. HFMA National reviews the application to ensure all requirements have been met. This application is available at hfma.org under the Fellow section of the certification area. Applicants not meeting the requirements will be refunded the processing fee.

**Q: What volunteer activities would meet that requirement to earn the FHFMA designation?**

**A:** You must meet *one* of the following to fulfill the volunteer requirement for becoming a FHFMA within three years prior to submitting the FHFMA application:

- Earn the Follmer Bronze award or be a former recipient of the award.
- Using the current Founders point system, earn a minimum of two points per year in two consecutive years and within three years prior to submitting the FHFMA application.
- Volunteer service for two years in a healthcare industry organization such as a state hospital association committee or task force; a local, state or federal government healthcare committee or task force; a professional association (e.g. ACHE, MGMA, etc.) committee or task force – within three years prior to submitting the FHFMA application. A written report of the activities and verification are required.

**Q: How can I earn the Founders Points toward achieving the volunteer activity requirement?**

**A:** Founders points are earned for completing volunteer activities within HFMA such as being an HFMA chapter or National committee member or officer, writing or reviewing HFMA articles/publications, speaking at HFMA chapter or National events, or proctoring HFMA certification exams. Founders Point categories and point allocations are listed on the HFMA web site at [www.hfma.org](http://www.hfma.org).

## **Maintaining designations**

### **Q: Once I earn my CHFP or FHFMA designation, how long will I retain this designation?**

**A:** You will retain the designation as long as you remain an active member of HFMA and meet professional development maintenance requirements every three years after earning the designation. The requirements include earning 90 contact hours every three years (based on 50-minute contact hour) for a three-year cycle, with a minimum of 20 contact hours per year and a minimum of 45 contact hours per reporting period in the field of healthcare finance. The reporting period begins June 1 the year after the designation is earned and ends May 31, three years later.

One contact hour is 50 continuous minutes of an educational activity covering topics in healthcare, finance, management skills, and professional development, less breaks, meals and social activities. Only structured education activities count toward the maintenance requirement and include those listed at hfma.org under the Maintaining My Certification section of the certification area.

### **Q: How do I determine the number of contact hours for a program?**

**A:** Add the total length of the education event in minutes, subtract breaks, meals, networking activities, etc. and divide that total by 50. Round that number down to the nearest half hour.

### **Q: How will HFMA National know that I have met these requirements?**

**A:** You are responsible for keeping current your on-line record of all eligible activities that you participate in with the exception of HFMA National sponsored education events for which you received a CPE letter from HFMA National. You are also responsible for entering into your record activities that you attend locally through your chapter and programs sponsored by your employer, other professional activities, etc. Your chapter is not responsible for this. Enter your education activities into your education record at hfma.org under the Maintaining My Certification section of the certification area.

### **Q: How do I know when I need to maintain my designation?**

**A:** Your on-line record indicates your next maintenance due date. It is labeled as your “good thru” date. Also, the year in which you are due to maintain, HFMA National will send e-mail notices to you requesting you to ensure accuracy and completeness of your education record.

### **Q: Do I also need to send in an application of evidence of meeting the maintenance requirements?**

**A:** A hard copy application does not need to be sent to HFMA National. By updating your on-line education record, you are attesting to the accuracy and completeness of your record and agreeing to abide by the HFMA Code of Ethics. HFMA National reserves the right to audit records and require that all deficiencies be removed in order to retain the designation.

## **For more information...**

### **Q: Whom should I contact for more information about the HFMA Certification Program?**

**A:** Send inquiry to certification @hfma.org, call your local chapter certification contact person, or contact a member of the HFMA National Certification team at 1-800-252-4362, ask for certification, or send an e-mail to [certification@hfma.org](mailto:certification@hfma.org)

## NOTES