

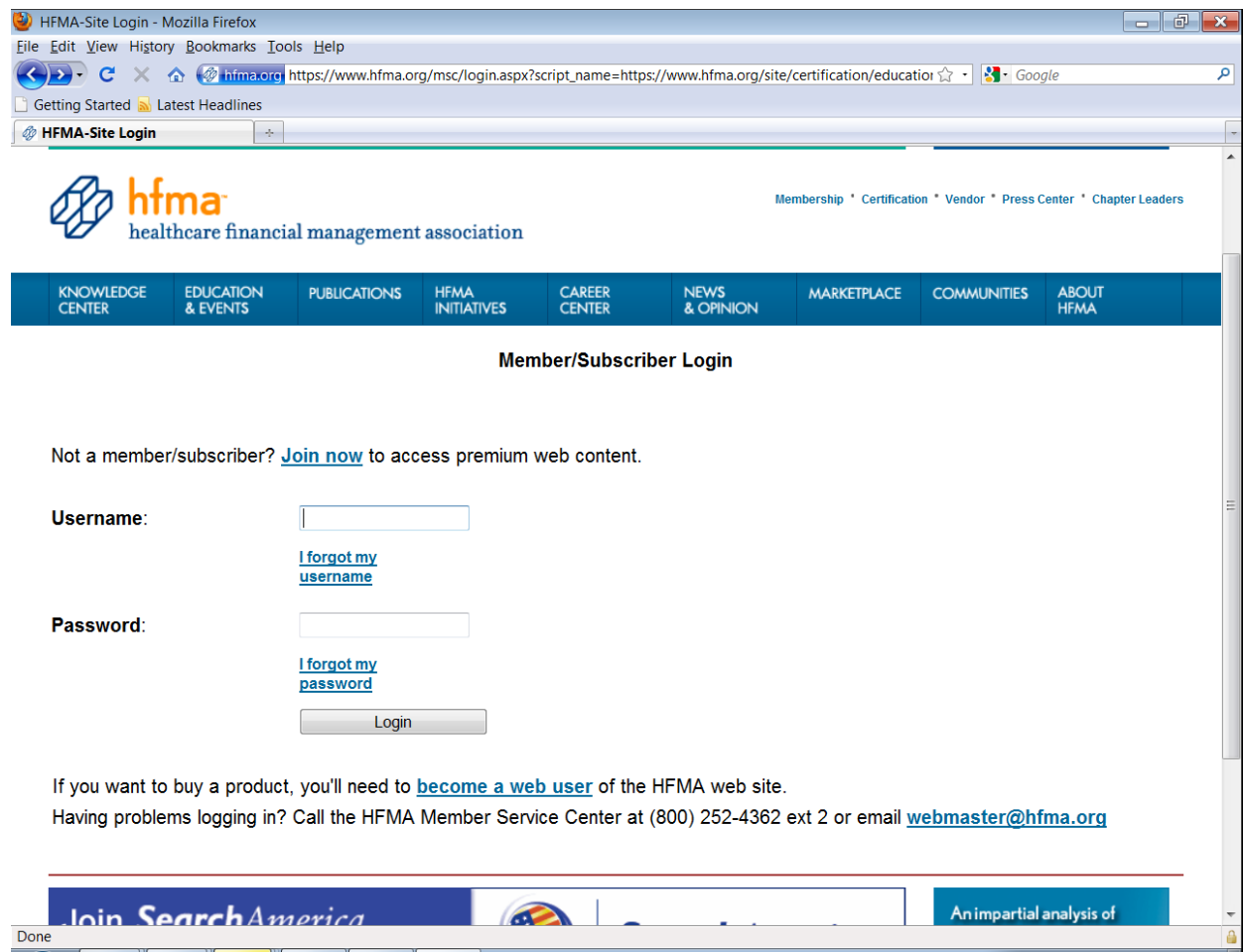
Instructions: Entering Education Activity into your HFMA Record

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

http://www.hfma.org/Site/certification/education_activity.cfm

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

Type your HFMA username and password membership. Click on the **Login** button.



The screenshot shows a Mozilla Firefox browser window titled "HFMA-Site Login". The address bar shows the URL: https://www.hfma.org/msc/login.aspx?script_name=https://www.hfma.org/site/certification/education_activity.cfm. The page features the HFMA logo (healthcare financial management association) and a navigation menu with links: Membership, Certification, Vendor, Press Center, Chapter Leaders. Below the menu is a blue bar with navigation tabs: KNOWLEDGE CENTER, EDUCATION & EVENTS, PUBLICATIONS, HFMA INITIATIVES, CAREER CENTER, NEWS & OPINION, MARKETPLACE, COMMUNITIES, ABOUT HFMA. The main heading is "Member/Subscriber Login". Below this, there is a message: "Not a member/subscriber? [Join now](#) to access premium web content." The login form includes fields for "Username:" and "Password:", each with a "I forgot my" link (username/password). A "Login" button is positioned below the password field. At the bottom, there is a message: "If you want to buy a product, you'll need to [become a web user](#) of the HFMA web site. Having problems logging in? Call the HFMA Member Service Center at (800) 252-4362 ext 2 or email webmaster@hfma.org".

Go to next page

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

Education Activity Report - Mozilla Firefox
http://www.hfma.org/site/certification/education_activity.cfm

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Membership * Certification * Vendor * Press Center * Chapter Leaders

KNOWLEDGE CENTER EDUCATION & EVENTS PUBLICATIONS HFMA INITIATIVES CAREER CENTER NEWS & OPINION MARKETPLACE COMMUNITIES ABOUT HFMA

Hello Shirley Heavlin, CHFP!

Your Certification Maintenance Due Date is: 05/31/2012
[View My Certification Points](#)

To view your CPE/Educational Points for the current maintenance reporting period [Click here](#)

To view a complete history of your CPE/Educational Points [Click here](#)

Directions:

As an HFMA certified members maintaining certification, you are required and personally responsible for recording the education activities in which you have participated.

You must submit the required information for each education activity that you complete, with the exception of HFMA National activities for which you received a CPE letter from HFMA National. HFMA National will record these activities only.

For a description of eligible education activities, click [here](#).

For each education activity, enter the requested information. (All fields are mandatory to have the activity added to your record.) After entering the information, hit the submit button. By submitting the information, you are attesting to the accuracy of the information provided and agreeing to abide by the HFMA Code of Ethics.

Submission Form

Please be advised that entries into your CPE/Education Activity Report are posted to your records 24 business hours after the entry has been submitted.

Category	-- Select Here --
Type	
Exact Title	
Start Date	(mm/dd/yyyy)
End Date	(mm/dd/yyyy)
Location	

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

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

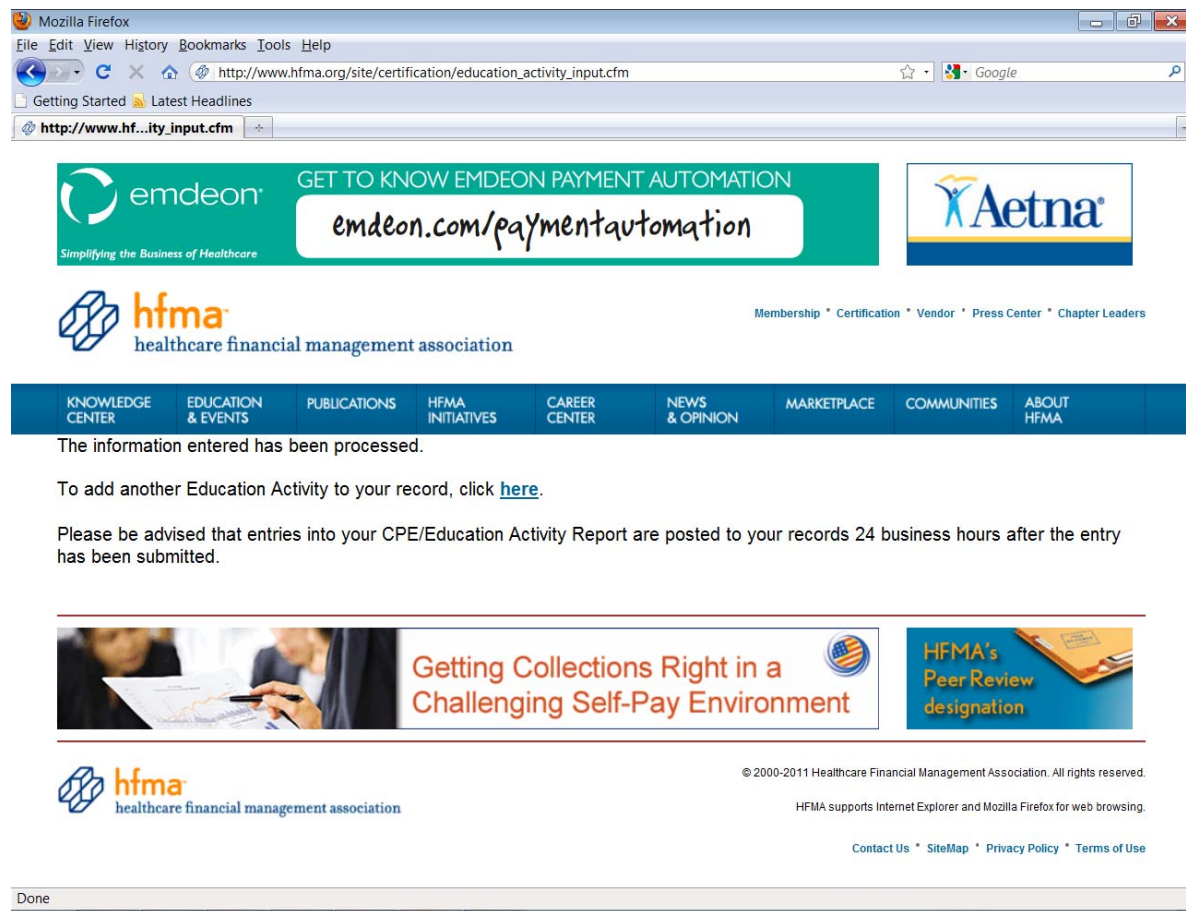
Note:

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

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

Confirmation Screen:

If you have more educational activities to add, click on 'here' to add the next education activity.



The screenshot shows a Mozilla Firefox browser window displaying the HFMA website. The address bar shows the URL http://www.hfma.org/site/certification/education_activity_input.cfm. The page features several banners and navigation elements:

- Emdeon Banner:** "GET TO KNOW EMDEON PAYMENT AUTOMATION" with the URL emdeon.com/paymentautomation.
- Aetna Logo:** The Aetna logo is displayed in the top right corner.
- HFMA Logo:** The HFMA logo (healthcare financial management association) is prominently displayed in the center.
- Navigation Menu:** A blue navigation bar contains links for KNOWLEDGE CENTER, EDUCATION & EVENTS, PUBLICATIONS, HFMA INITIATIVES, CAREER CENTER, NEWS & OPINION, MARKETPLACE, COMMUNITIES, and ABOUT HFMA.
- Confirmation Message:** "The information entered has been processed." followed by the instruction: "To add another Education Activity to your record, click [here](#)."
- Disclaimer:** "Please be advised that entries into your CPE/Education Activity Report are posted to your records 24 business hours after the entry has been submitted."
- Additional Banners:** Two smaller banners are visible: "Getting Collections Right in a Challenging Self-Pay Environment" and "HFMA's Peer Review designation".
- Footer:** Includes the HFMA logo, copyright information (© 2000-2011 Healthcare Financial Management Association), and links for Contact Us, SiteMap, Privacy Policy, and Terms of Use.

Viewing Educational Activity in Your Record

To access your Education summary report, follow this link:

http://www.hfma.org/asi_eseries/scriptcontent/reports/EDU_CPE_Report.cfr

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

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

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

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

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

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

- **Current activity/three years back:**
http://www.hfma.org/site/reports/EDU_CPE_Report.cfr

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Healthcare Financial Management Association
Current Education and CPE Points (Last 3 years)

Shirley Heavlin, CHFP Good Thru Date: May-31-12 7 November 2011

Type	Date	Event Type	Event Title	Contact Hours	Points
EDU_PTS	Jan-01-2010	Group Live	test	Healthcare Finance	1.00
	Jun-21-2009	PRESENTER	presenter test	35	35.00
	Mar-28-2010	Presenter	cccc	Healthcare Finance	12.00
					48.00

- **Total HFMA EDU/CPE history:**
http://www.hfma.org/site/reports/EDU_CPE_History_Report.cfr

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Healthcare Financial Management Association
Historical Report of All Education and CPE Points Earned

Shirley Heavlin, CHFP Good Thru Date: 05-31-12 7 November 2011

Type	Date	Event Title	Contact Hours	Points
CPE	Dec-05-2005	NTF-Fundamentals of HFMA		14.00
	Apr-20-2002	SU1 President and President-Elect		1.80
		SU3 Keynote Address		1.00
EDU_PTS	Mar-28-2010	cccc	Healthcare	12.00
	Jan-01-2010	test	Healthcare	1.00
	Jun-21-2009	presenter test	35	35.00
	May-01-2009	test	Other	24.00
	Jan-02-2009	Test record	Healthcare	23.00
	Nov-01-2008	test -shirley		23.00
	May-01-2008	cccccccc	Healthcare	2.00
	May-08-2006	This is a test	Healthcare	5.00
	May-07-2006	ddd	Healthcare	2.00
	May-01-2006	test	Healthcare	12.00

Questions? Email: certification@hfma.org