



# HFMA Certification Programs Overview

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# HFMA Certification Programs

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## Why get HFMA certified?

Establishing and maintaining a clear competitive edge is a prerequisite for today's changing economy – for individuals and organizational leaders. You can gain and demonstrate your edge by enhancing your knowledge and proving proficiency with HFMA's certification programs. Explore and choose your area of focus from the wide-range of certification options available to you.



## HFMA Certification Programs

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- **Value for individuals:** Increase your earning potential and stand out among your peers. The job market is highly competitive. Maintain the skills, confidence, and proficiencies you need to give yourself an edge in healthcare finance.
- **Value for organizational leaders:** Build a culture of learning and position your organization for success. Increasing your team's knowledge of industry terminology helps them meet the demands of department leadership and provides the tools they need to exceed the expectations of your clients, patients, and partners.

## HFMA Digital Credentials

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All HFMA Certification programs offer a digital badge.

Digital badges:

- Increase an earner's credibility - An HFMA credential validates that you have the education needed to succeed in your field.
- Position a person for advancement - Show your manager you are committed to staying up to date in your profession.
- Differentiate an earner in the job market - Maintain the proficiencies leaders in the field are seeking to meet their organizational goals.



# HFMA's Certified Healthcare Financial Professional (CHFP)





## CHFP Overview

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- Course material provides powerful guidance about the Business of Health Care
- Great Content Overall
- Module II Use of case studies to validate the content learned in Module II
- Very well organized and informative
- Digital Credential
- CHFP is Required for Fellowship
- CHFP Membership Requirement



# CHFP Program Modules

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## The Business of Health Care

1. The Big Picture
2. Accounting Principles
3. Cost Accounting Principles
4. Managing Financial Resources
5. Strategic Financial Planning
6. Looking to the Future: Trends

## Operational Excellence: Pursuing Strategy

### Working with the Stakeholders:

- Payers
- Physicians and others
- Providers
- Patients

All CHFP materials are available through HFMA's website and accessed via the member eLearning account

## Earning the CHFP

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- **Step 1:**  
Enroll in CHFP Module I - HFMA Business of Health Care
  - ✓ 75 multiple choice questions to be completed in 90 minutes.  
Successfully complete the end-of-course assessment prior to taking 'Step 2' below.
- **Step 2:**  
Enroll in Module II - Operational Excellence assessment
  - ✓ 8 case studies, each with 7 multiple choice questions. Total of 56 questions to be completed in 3 hours



FHFMA – Fellow of HFMA

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## Fellow of HFMA

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- Earning the HFMA Fellowship attests to one's financial expertise and leadership.
- As recognized industry leaders, HFMA Fellows act as ambassadors to the profession by raising the standard of practice through consistent participation in professional development activities and service to the healthcare finance industry.
- HFMA Fellows recognize and accept the responsibility of utilizing healthcare finance professional skills for community benefit.



## Fellow of HFMA

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- Hold the Certified Healthcare Financial Professional (CHFP) designation
- Minimum five (5) years professional membership in HFMA (student membership does not count toward this total)
- Evidence of bachelor's or master's degree
- Letter of recommendation from an FHFMA (active HFMA Fellow) or chapter leader
- Volunteer activity — demonstrate one of the listed contributions to HFMA or the industry within the three years prior to applying



# HFMA's Certified Revenue Cycle Representative (CRCR)

# HFMA's Certified Revenue Cycle Representative Program

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- Here's where to gain the insight and knowledge to succeed in today's contemporary revenue cycle environment
- HFMA's CRCR is the only content available today that provides a national-level certification for addressing the contemporary patient-centric revenue cycle
- With HFMA's CRCR certification, you will be better prepared to increase receivables, reduce denials, and work more efficiently – all while earning your organization high patient satisfaction scores



# Program Format

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## **Modular**

- The CRCR is an online, self-directed, interactive program made up of short, searchable courses with knowledge checkpoints.
- Each course takes 15-20 minutes to complete

## **Interactive**

- Enrollees can validate what they learn through periodic course interactions. There is one final, comprehensive assessment for the entire program

## **Stop-and-Start Convenience**

- Courses can be completed independently from each other. Current progress is bookmarked when logging out of the program.



# HFMA's Certified Specialist Programs



## HFMA Certified Specialist Programs

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- Programs enhance healthcare finance skills through expansion of the knowledge and skill sets required by specific functional areas
- HFMA offers four (4) specialist programs
  - Accounting and Finance
  - Business Intelligence
  - Managed Care
  - Physician Practice Management



# Certified Specialist Accounting and Finance (CSAF)

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## What the certification helps candidates do:

- Compare various types of budgets
- Identify types of cost behaviors
- Recognize the types of risk-sharing arrangements in managed care contracts
- Identify capital investment evaluation techniques





# Certified Specialist Business Intelligence (CSBI)

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## What the Certification helps candidates do:

- Identify the concepts and tools of business intelligence
- Recognize how information for better decisions is derived from large clinical, financial, and other databases
- Recognize the decision types and analytic tools that are part of decision management
- Identify how data warehousing, reporting and analysis tools, and data systems architecture are used
- Apply the basics of analytical and quantitative skills of BI in healthcare



# Certified Specialist Managed Care (CSMC)

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## What the certification helps Candidates do:

- Examine Various managed care models (HMO, PPO, POS)
- Understand Carve-outs, inpatient stop-loss, short-stay stop-loss, and withhold pools
- Examine Principles behind outcomes-based reimbursement and incentives related to pay-for-performance programs
- Explore Payment models proposed under healthcare reform and their differences
- Identify Physicians' role in addressing utilization and quality of care
- Identify and be able to utilize Key negotiation strategies
- Know How payers evaluate their risks
- Understand Changes to HIPAA privacy laws included in ARRA
- Relevant legislative changes affecting Medicare managed care





# Certified Specialist Physician Practice Management (CSPPM)

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## What the certification helps candidates do:

- Recognize the Resource Based Relative Value System (RBRVS) and its components
- Recognize the difference between bad debt and charity accounts
- Identify processes for evaluating a contract
- Recognize Stark legislation and the laws it has developed for regulation of the medical group
- Identify the elements of managing third-party receivables and self-pay receivables
- Name techniques commonly used to measure accounts receivable





## Certification Programs: Availability and Costs

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- Available for individuals, enterprise members and organizational purchase
- Included with HFMA All-Access membership
- Access via HFMA's Website
- Price \$399 individual non-member; variable with organizational purchase
- Downloadable certificate and digital badge on completion

# HFMA Certification Maintenance



## Certified Healthcare Financial Professional (CHFP) and Fellow of HFMA (FHFMA)

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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 every three years by meeting two basic requirements:

- ✓ Remain an active HFMA member in good standing
- ✓ Complete 60 hours of eligible education activities every three years



## Certified Revenue Cycle Representative (CRCR) and Certified Specialist (CS)

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HFMA CRCR and CS certificants must maintain their certification every two years. The recertification process is straightforward:

- To re-certify as a CRCR or CS, you must take a 50-question online exam. To help you prepare for the exam, you will have access to an updated eLearning course.
- With all-access membership there is no cost for the CS and CRCR recertification exams.
- The maintenance fee for non-members is \$100 per certification.



Questions?

## Certifications

Validate your expertise and demonstrate your commitment to the profession by earning an HFMA Certification – Included with your membership.

[JOIN](#)

### HFMA Certifications

**Certified Healthcare Financial Professional (CHFP)** 

14 CPEs

Dive into the new financial realities of health care and come up with a better business skill set, new ideas on financial strategy, and insights into future trends.

[LEARN MORE](#)

**Certified Revenue Cycle Representative (CRCR)** 

14 CPEs

Updated July 2021 – new design with improved functionality and enhanced user experience!

Increase your knowledge, competencies, and productivity with best-practices recommendations to positively impact the revenue cycle and enhance patient experience.

[LEARN MORE](#)

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## HFMA Business of Health Care®

HFMA Business of Health Care® is a comprehensive online program that presents an overview of today's healthcare environment and highlights the shift in healthcare service delivery and evolving payment models. Understand how your decisions impact the delivery of quality care with HFMA's Business of Health Care® online program. No matter your role in healthcare, this course is designed to provide essential context around the business fundamentals of pricing, cost, revenue, payment and delivery models. Once you complete this online program, you will have the knowledge to work more effectively toward the shared goals of improving patient health and organizational sustainability. Note: 1. successful completion of HFMA's Business of Health Care examination, Module I of CHFP, and 2. active HFMA membership, are the two required prerequisites to enroll in HFMA's Operational Excellence program.

START COURSE

SHARE THIS



WHAT'S INCLUDED

- Access your courses anytime, anywhere, with a computer, tablet or smartphone
- Videos, quizzes and interactive content designed for a proven learning experience
- Unlimited access. Take your courses at your time and pace



# Resources

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## Chapter Certification Contacts

- Robert Gilbert, FHFMA, COC: [rgilbert@bnn CPA.com](mailto:rgilbert@bnn CPA.com)
- Brandon Reed, FHFMA, CIA, CISA: [brandon.reed@mahhc.org](mailto:brandon.reed@mahhc.org)
- <https://www.hfma.org/chapters/region-1/northern-new-england.html>

## HFMA National Contact

- Email [careerervices@hfma.org](mailto:careerervices@hfma.org) or call (800) 252-4362 and ask for a member of the Career Services Team