



# HFMA Certification Programs Overview

hfma™

# HFMA Certification Programs

---

- Certified Revenue Cycle Representative (CRCR)
- Certified Revenue Cycle Representative (CRCR) – GCC for international audience
- Certified Healthcare Financial Professional (CHFP)
- Certified Specialist Accounting and Finance (CSAF)
- Certified Specialist Business Intelligence (CSBI)
- Certified Specialist Payment and Reimbursement (CSPR)
- Certified Specialist Physician Practice Management (CSPPM)
- Certified Hospital Cost Report Specialist (CHCRS)
- Fellow of the Healthcare Financial Management Association<sup>®</sup> (FHFMA)
- Executive of Healthcare Revenue Cycle (EHRC)

# HFMA Certification Programs

---

## **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

---

- **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

---

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

---

- 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

---

## 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

---

- **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

hfma™

# Fellow of HFMA

---

- 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

---

- 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

# Executive of Healthcare Revenue Cycle (EHRC)

# Executive of Healthcare Revenue Cycle (EHRC)

---

## Overview:

- An executive level designation for revenue cycle professionals in the industry and HFMA
- The EHRC certification designation demonstrates revenue cycle excellence
- Digital Badge awarded
- Link: [www.hfma.org/ehrc](http://www.hfma.org/ehrc)

## EHRC Application Requirements:

- ✓ Hold the CRCR designation
- ✓ HFMA Membership (minimum 5 years)
- ✓ Letter of Recommendation
- ✓ Professional Activity (select one of several options)



# Executive of Healthcare Revenue Cycle (EHRC) Requirements

## Executive of Healthcare Revenue Cycle

### ADVANTAGES OF BECOMING AN EHRC

The EHRC certification designation demonstrates revenue cycle excellence. Earning this represents a high level of achievement and distinguishes you as a leader and role model in the revenue cycle industry. This designation demonstrates your commitment to leadership within the revenue cycle area of healthcare as well as continued involvement and education in healthcare revenue cycle.

Note: EHRC candidates must meet all the requirements prior to applying. Maintenance requires HFMA membership.




Demonstrate your revenue cycle expertise and leadership skills.




Apply now!  
[hfma.org/EHRC](https://hfma.org/EHRC)



# Executive of Healthcare Revenue Cycle (EHRC) Requirements


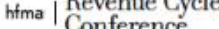

 **Candidates must complete one of the following 3 options; Provider, Business Partner or Volunteer:**

**OPTION 1: PROVIDER**

 **or**  **or** 


Patient Financial Communications Adopter Recognition Program      Applicant w/in the last two years.      Subscriber

**OPTION 2: BUSINESS PARTNER**

 **Annual Conference** **or**  **Revenue Cycle Conference** **or** 

Speaker/Sponsor      Speaker/Sponsor

**OPTION 3: VOLUNTEER**



1. Service as an adjunct instructor at an accredited (post-secondary school) educational institution.
2. Service in an education, certification, or leadership committee role within the local HFMA chapter or service on one of the HFMA association boards or committees.
3. Demonstrating a minimum of 10 Hours in the service or preparation of one of the following:
  - a. Preparation and publication of professional articles in a publication accepted as authoritative in the healthcare industry.
  - b. Speaking to community groups on health care issues
  - c. Providing internal staff education on healthcare finance topics
  - d. Presenting at an HFMA educational program
  - e. Presenting at a related healthcare industry educational program
  - f. Assistance to those desiring HFMA certification
  - g. Mentorship of healthcare finance professionals



# HFMA's Certified Revenue Cycle Representative (CRCR)

# HFMA's Certified Revenue Cycle Representative Program

---

- 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

---

## **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

---

- 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
  - Payment & Reimbursement
  - Physician Practice Management

# Certified Specialist Accounting and Finance (CSAF)

---

## 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)

---

## 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 Payment & Reimbursement (CSPR)

---

## What the certification helps Candidates do:

- Identify key factors that influenced the development of managed care
- Explain coordination of benefits, managed Medicare organizations, and TRICARE  
Describe the role of Medicare and Medicaid Managed Care
- Identify the clinical integration components of case management  
Describe basic hospital service reimbursement methodologies and cost control incentives
- Describe the impact of the ACA on reimbursement, and list emerging payment trends under healthcare reform
- List key case and utilization (care) management and clinical integration components
- Identify major trends in healthcare policy, including consumerism, outcomes-based reimbursement, and other elements of reform





# Certified Specialist Physician Practice Management (CSPPM)

---

## 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



# Specialty Certification Programs: Availability and Costs

- Available for individuals, enterprise members and organizational purchase
- Included with HFMA Business Partner or Professional membership
  - Exception, new CHCRS training program \$349
- Price \$399 individual non-member; variable with organizational purchase
  - Exception, new CHCRS training, exam and prerequisites \$947
- Downloadable certificate and digital badge on completion

# Certified Hospital Cost Report Specialist (CHCRS) – Training & Exam

# Certified Hospital Cost Report Specialist (CHCRS)

---

## Overview:

- A specialty certification recommended for: CFOs, controllers, reimbursement managers, directors and staff, accounting and finance staff, cost and budget staff, and consultants
- The CHCRS certification designation demonstrates an in-depth understanding of key components of hospital cost reporting
- Digital Badge and CPE awarded



# Certified Hospital Cost Report Specialist (CHCRS)

---

## Earning the CHCRS:

- ✓ Step 1: Enroll/complete required Cost Report Prerequisite Courses
  - Medicare Inpatient Prospective Payment System Fundamentals
  - Medicare Outpatient Prospective Payment System Fundamentals
- ✓ Step 2: Enroll in the online HFMA Cost Report certification program OR complete FORVIS led cost report training – Fees apply
- ✓ Step 3: Successfully pass the certification program assessment



# HFMA Certification Maintenance

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

---

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

# EHRC Maintenance

---

HFMA members who have earned the EHRC designation must maintain their certification every three years by meeting the following requirements:

- ✓ Remain an active HFMA member in good standing
- ✓ Complete 45 hours\* of eligible education activities every three years.

\*Examples: *HFMA national events, Revenue Cycle Council meeting attendance.*



# Certified Revenue Cycle Representative (CRCR) and Certified Specialist

---

HFMA CRCR and those holding specialty certifications must maintain their certification every two years. The recertification process is straightforward:

- To re-certify as a CRCR or a specialty holder, 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?

# Resources

---

## HFMA Chapter/Region Contact

XXXXXXXX

## 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

**hfma**<sup>™</sup>

The Heartbeat of Progress

**[hfma.org](https://hfma.org)**