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healthcare financial management association

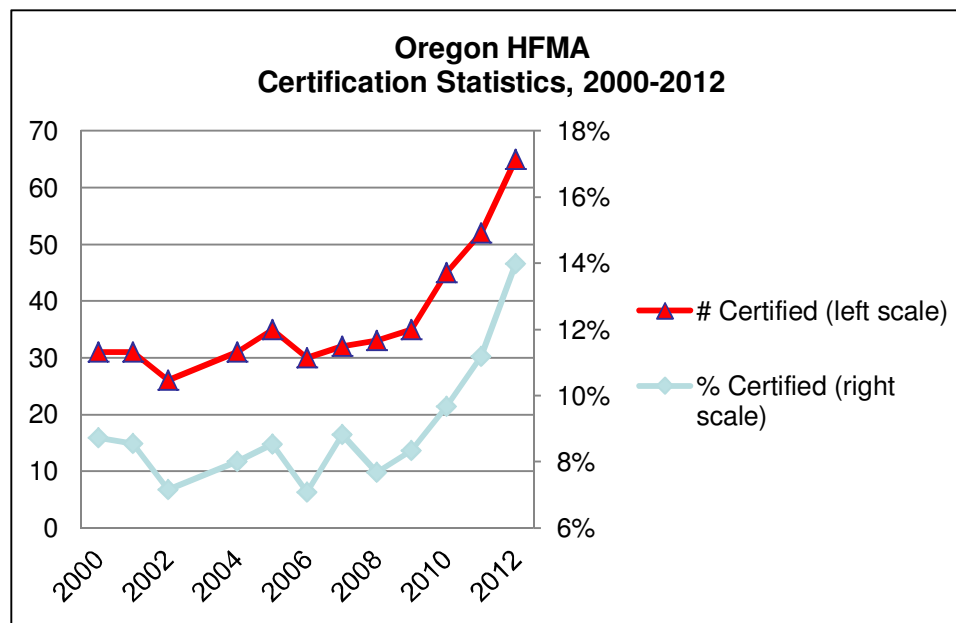
I'm Certified – Now What???

Sara Nofziger
Oregon HFMA Winter Meeting
February 17, 2011

Oregon HFMA certified members: 48 (10%)

Goal:

- 52 (11%) by April 30, 2011
- 65 (14%) by April 30, 2012





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Goal of today's presentation:

- Once you are certified what do you have to do to keep your certification
- If you don't follow the renewal requirements you will lose your certification
- Do you really want to re-test???

What comes next –

- **CHFP**
 - **Certified Healthcare Financial Professional**
 - **Intended for mid-level healthcare professionals with a minimum of 3-5 years experience.**
- **FHFMA**
 - **Fellow of the Healthcare Financial Management Association**

New Certification requirements as of January 1st, 2011

- A Minimum of 3-5 years healthcare finance management experience.
- Current and active regular or advanced HFMA membership.
 - Student membership does not count toward this total.
- The successful completion of one comprehensive certification exam.
- There is no time duration for membership prior to certification.

Recertification - Maintenance

- CHFP and FHFMA
 - Accumulate a total of 90 contact hours over a three year period
 - A minimum of 20 contact hours per year and 50% of the contact hours (45 hours) must be health care related
 - Remaining 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. (add your total hours, divide by 50 minutes and then round down)

Maintenance - Continued

- Candidates self report eligible 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.

Maintenance - Continued

- Accuracy of Certification Records
 - Each individual is responsible for ensuring the accuracy and completeness of your own records.
 - If you have a deficiency you will be required to eliminate that deficiency within **3 months**.
 - Failure to do so will result in loss of certification designation.
 - You are responsible for completing and maintaining your certification record online through the HFMA website. www.hfma.org

Maintenance - Continued

- Eligible Education Activities
 - Attending education programs offered by HFMA National or local chapters
 - Other professional organizations and possibly your employer
 - Presenting at HFMA chapter meetings or HFMA National events
 - Completing self-study programs
 - Reviewing or authorizing professional publications

Maintenance - Continued

- Eligible Programs and Professional activities
 - Accounting and governmental accounting
 - Auditing and governmental auditing
 - Administrative practices including Management advisory services (MAS) practice skills
 - Regulatory ethics
 - Business law
 - Business management and organizations as related to the management of an organization
 - Finance – topics related to specific financial management (ie budgeting, asset management and contracting for an organization)
 - Personnel/human resources
 - Computer science including networks, communication, Internet, hardware, software
 - Taxes

Failure to Maintain Certification

- The BoE requires that a member's failure to complete the above maintenance requirements by May 31st of the maintenance due date will result in removal of the certification designation by September 1st of the year that maintenance was required.
 - Once a designation has been removed, the BoE allows affected members a three-month period during which the designation can be regained updating the on-line education record to show that the 90-contact hour education requirement has been met fully
 - After the six-month grace period has expired without the certified member meeting the certification maintenance requirements, the member must retake the certification examination, and meet all other requirements to become a CHFP.

FHFMA Requirements

- Current CHFP designation
- Five years total as a regular or advanced HFMA member
 - Student membership does not count toward this total
- Bachelor degree or 120 semester hours from an accredited college or university
- Reference from an HFMA Fellow or current elected HFMA chapter officer
- Volunteer activity in health finance within 3 years of applying for the FHFMA designation
 - Earn Follmer Bronze Award by earning 25 Founder points for HFMA volunteer activity
 - Volunteer in your HFMA chapter and earn two Founders points for two consecutive years
 - Volunteer service for two of the past three years in a healthcare industry organization
- Submission of conforming FHFMA application
- Application fee for FHFMA is a one-time \$150 fee

Wrap up – Absolute necessities

- 90 contact hours every 3 years
 - That is only 30 hours per year
 - Each local HFMA meeting is 9-11 hours
 - Self report your contact hours as soon as you have completed them
 - Keep supporting documentation of your contact hours for one year past your maintenance period
 - Maintain active HFMA membership
 - If you are having problems call or email us. We are here to help you!!!



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Questions???