



**Proposed Certification Policy
Prepared July 1, 2014**

Policy Purpose

The Oregon Chapter of HFMA encourages chapter members to become certified and will provide reimbursement to chapter members for certain expenses related to the certification examinations.

Procedures

1. Goals.

- a. **General Membership.** In order to demonstrate proficiency, all members are encouraged to become certified. The Board of Directors of Oregon HFMA has set a goal that 10 members will become certified in 2014-2015. The total membership certified will be 8.5%.
 - b. **Leadership.** The Chapter has set a goal to have 50% of all leadership positions certified.
 - c. **Officers.** All officers are strongly encouraged to become certified. When selecting a new Secretary, the nominating committee should give preference to members who are certified or planning to become certified.
- 2. Budget for certification activities.** Each year, the board representative of the certification committee will submit a budget to the Board of Directors of Oregon HFMA for reimbursement of certification activities. The reimbursement listed below will be available as long as budgeted funds are available.
- 3. Examination Process.** When a member is interested in becoming certified, the member should contact the Certification Chair. The Certification Chair will explain the process and will assist the member obtaining study guides and the application process. The Certification Chair will notify the member if chapter reimbursement is available. If the member would like to be reimbursed for the study guides or examination fees, the member must first complete and sign the Certification Agreement letter. See attached. The Certification Agreement form should then be forwarded to the Certification Chair.
- 4. Study Guides.** On-line study guides are available for purchase and may not be shared among members. The study guide license is for one year. The chapter will reimburse a member for the cost of one study guide. Should the member want to purchase/subscribe to an updated study guide or the iTunes app, the member will be responsible for the cost of the updated study guide.
- 5. Coaching Classes.** National HFMA developed coaching class materials and will provide them to the chapters for no charge. The chapter may offer coaching classes on-line and at quarterly meetings, subject to interest in a coaching class and the availability of qualified volunteer instructors.

6. **Examination fees.** The chapter will reimburse the chapter member for the cost of the examination fee, with limitations and availability of funds. The chapter will reimburse a chapter member for two examination fees per calendar year, or three examinations per chapter member. Additional examination fees will be the member's responsibility. Further, the chapter will not reimburse members to take the HFMA Advanced Technical Study Certificate program or the HFMA Credentialed Revenue Cycle Representative program.
7. **Certification Application Fees.** There is no application fee to become a CHFP. There is an application fee to become a FHFMA. The chapter will not reimburse members for the National FHFMA application fee.
8. **Payment of reimbursement.** When paying for the study guide or examination fee, the member should make a copy of the payment confirmation page and submit it to the chapter Treasurer. The Treasurer will verify with the Certification Chair that the member has completed the Certification Agreement form and is eligible for reimbursement, and that there are sufficient budgeted resources. The Treasurer will then reimburse the member.
9. **Examination Dates and Locations.** Certification exams will be administered through Castle International testing centers. After the examination fee has been received by National HFMA, the candidate will make an appointment to take the exam through Castle.
10. **Recognition.** Newly certified members will be recognized at the annual chapter banquet and will be published in the Pipeline.



Oregon HFMA Certification Agreement

Becoming certified distinguishes me as a leader and role model in the healthcare finance community. It reflects a deep personal commitment and sense of accountability that inspires credibility and confidence in my professional knowledge as well as shows my dedication to high standards in the industry.

I hereby enter into a contract with myself in which I promise to prepare for HFMA’s Certified Healthcare Financial Professional credential (CHFP) and take the exam in 12/31/2014. In consideration of the Oregon Chapter of HFMA paying for my license to use HFMA’s new on-line Healthcare Finance Core Curriculum and paying my CHFP exam registration fee, I agree to:

1. Read all of the materials pertaining to the CHFP Certification program on the HFMA website.
2. Comply with the requirements outlined by HFMA for becoming certified (i.e., being a member of HFMA).
3. Self-assess my ability and willingness to commit sufficient time to prepare for the exam.
4. Take the sample CHFP certification exam before I begin studying so I can see what the exam is like and measure my existing knowledge.
5. Develop and then follow a study plan of 10-15 hours of high-quality study time.
6. Actively participate in person or by webinar in the Professional Practicum sessions offered by the Oregon Chapter.
7. Hold myself accountable to Oregon HFMA by:
 - Giving a copy of my plan to Lisa Hynes (lisa.x.hynes@healthnet.com), 2014-15 Co-Certification Chair.
 - Revising my plan as needed and sending it to Lisa.
 - Completing all of the modules of the Finance Core Curriculum and earning 10 hours of CPE for my work.
8. Seek out help from Christopher Pizzi (Christopher.pizzi@providence.org), Lisa Hines, Christoph Stauder or other certified Oregon HFMA members when I need it.

Signed

Date

Acknowledged

Date

My Study Plan for the HFMA CHFP Exam

Plan (please complete before you begin studying)		Actual (to keep track of your progress)	
Activity	Date	Activity	Date
Create study plan			
Read about certification on HFMA website			
Take sample exam			
Obtain webinar materials			
Attend Webinars			
Webinar 1: Financial Reporting			
Webinar 2: Budgeting and Forecasting			
Webinar 3: Revenue Cycle			
Webinar 4: Internal Controls			
Complete the online self study course (optional)			
Report progress to Lisa or Chris monthly			
Register for CHFP exam to be taken no later than 12/31/14			
Take CHFP exam by 12/31/14			
Submit exam fee to chapter, chair, co-chair treasurer for reimbursement			

Signature

Date