

Healthcare Financial Management Association

Certification and Fellowship Programs

2003-2004

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2003-2004 version

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Certification Program Contact Information:

The Healthcare Financial Management Association

Attn: Career Services

Two Westbrook Corporate Center, Suite 700

Westchester, IL 60154

www.hfma.org

Phone: (800) 252-4362, X311 (for questions about the certification program)

(800) 252-4362, X2 (to place credit card order for self-study materials or submit certification exam application)

Fax: (708) 531-0665 (to submit credit card self-study materials order form or certification exam application)

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HFMA Certification and Fellowship Programs Overview

Successful completion of the Healthcare Financial Management Association's certification program leads to the designation of Certified Healthcare Financial Professional (CHFP). Becoming a CHFP is the first step toward Fellowship in HFMA and the designation of Fellow of the Healthcare Financial Management Association (FHFMA). Specific requirements for each designation are discussed later in this brochure.

The CHFP program provides HFMA members with an opportunity to earn certification in healthcare financial management. As a CHFP, you are more prepared for increasingly responsible positions in the healthcare industry. You also demonstrate your commitment to professional development and dedication to achieving a higher standard of excellence

At a glance, the requirements for certification and designation of CHFP include the following:

- Passing the certification program Core exam
- Passing one of the certification program's four specialty exams: Accounting and Finance, Physician Practice Management, Managed Care, and Patient Financial Services
- Membership in HFMA
- Relevant professional experience
- Education
- References

HFMA chapters offer the HFMA certification exams on dates established by a given chapter. The exams are conducted via the Internet and scores are available upon completion of the exam. The multiple choice exam question format is comparable to traditional paper and pencil exams, and no prior computer skills are required to take the test.

In addition to certification, HFMA's Professional Development Department also offers other career development services designed to better enable members to successfully compete and meet the demands of the complex and dynamic healthcare profession. These services include:

- Continuing professional education programs designed to develop and deepen analytical, managerial and technical financial management skills
- Nationwide employment opportunity database (Exec-u-Trak) available exclusively to HFMA members
- Student memberships so students can be exposed to the health care profession and begin to make wise career-related decisions while still in college

This brochure provides information on the CHFP program and the FHFMA program. It also contains the following forms:

- HFMA certification examination application
- CHFP application
- FHFMA application
- Self study course materials order form

Additional information about certification not discussed in this brochure can be obtained by any of the following:

- Referring to the Career section of the HFMA website (www.hfma.org)
- Sending an e-mail to certification@hfma.org
- Calling 800-252-HFMA, ext. 311

HFMA does not discriminate in any of its activities on the basis of age, sex, race, religion, national origin, disability, or marital status.

HFMA Certification Exams 2003-2004

One requirement for certification is passing the Core exam and one of the specialty exams. All HFMA members are eligible to take the certification exams. The HFMA certification exams test for an advanced level of professional competence in healthcare financial management overall and in the specialty areas. The exams are designed to assess how well you can do the following:

- Apply your knowledge to specific situations using good judgment and logical reasoning
- Draw reasonable conclusions
- Discriminate among data in a complex situation and evaluate/classify such data
- Apply appropriate concepts and procedures to given situations
- Use mathematics with reasonable facility

The HFMA Board of Examiners modifies the content of the exams bi-annually to reflect changing conditions in healthcare financial management in the United States. The content of the 2003-2004 exams focus on the topics listed below. The Core exam contains 166 multiple-choice questions and the specialty exams each contain 83 questions. The numbers in the left column identify what percentage of the exam questions assess your knowledge of that particular area.

	<i>Core Exam</i>		<i>Physician Practice Management Specialty Exam</i>
2%	Healthcare Industry Overview	10%	Physician Coding & Payment Systems
10%	Accounting Concepts & Principles	10%	Encounter Processing
3%	Internal Control	18%	Accounts Receivable, Collection, Policy and Evaluation
3%	Financial Analysis Techniques	10%	Information Systems
9%	Strategic Planning	8%	Budgeting & Benchmarking
3%	Capital Planning & Financing	6%	Cost Analysis & Management
10%	Budgeting	12%	Physician Compensation & Leadership
6%	Cost Analysis & Management	10%	Integrated Health Systems & Managed Care
5%	Investments & Cash Management	7%	Legal and Regulatory Issues
5%	Information Systems	4%	Insurance & Risk Management
9%	Accounts Receivable	5%	Other Management Issues
6%	Regulatory Environment		
6%	Managed Care		
5%	Health Information Mgmt. & Case Mgmt.		<i>Managed Care Specialty Exam</i>
3%	Quality & Patient Safety	15%	Managed Care Definitions
4%	Management Skills	35%	Insurance Payer Definitions & Managed Care Operations
4%	Human Resources Management	10%	Managed Care Payer Structure & Provider Operations
5%	Legal Aspects	7%	Managed Care Accreditation
2%	HFMA Overview	7%	The Managed Care Enrollee
		8%	Enrollee-Based Financial Management
	<i>Accounting and Finance Specialty Exam</i>	11%	Management of Managed Care Information
15%	Capital Planning & Financing	7%	Legal & Regulatory Issues
12%	Cost Analysis & Management		
15%	Strategic Financial Planning & Budgeting		<i>Patient Financial Services Specialty Exam</i>
10%	Investments & Cash Management	5%	Organizational Forecasting
10%	Employee Benefits, Insurance, & Risk Mgmt.	14%	Accounts Receivable Management
8%	Internal Control	4%	Financial Analysis Techniques
15%	Financial Reporting, Accounting Principles & Auditing	10%	Information Technology
15%	Regulatory Environment & Corporate Compliance	13%	Policy, Planning, & Evaluation
		13%	Access Management
		13%	Claims Processing
		11%	Managed Care
		8%	Legal Aspects
		5%	Physician Entities
		4%	Other Related Entities

Preparing to Take the Exam

Thorough advance preparation helps ensure that you are ready to take the exams and may help to enhance your performance on the exam. A suggested study plan includes the following:

- Having knowledge and skills in the areas covered on the exam
- Scheduling time to complete the self-study program
- Allowing adequate time to complete all practice and review exercises in the self study program
- Planning adequate time to review content covered on the exam
- Completing the sample questions (available at www.hfma.org) to become familiar with the test format and the type of questions asked
- Taking advantage of HFMA's chapter assistance

HFMA Study Materials

The following study aids are available from HFMA National to help you prepare for the certification exams:

- The *Self Study Courses* (available as non-interactive self-study program with study guides as well as e-learning lessons) are materials you complete independently to help prepare for the HFMA exams. There is one course for each of the HFMA exams and each course contains a series of guided readings followed by review questions. These intermediate-level courses assume the candidate has baseline knowledge on the materials covered. Otherwise, there are no pre-requisites for the courses. The questions on the exams are based on the material covered in these courses. For a description of each of the courses, refer to: http://www.hfma.org/careers/certification_program/HFMA_certification/self_study_aids.htm
- A *National-Sponsored Coaching Course* is available for each of the exams. These courses are four hours each and provide an overview of the corresponding content covered on the exam. This course can serve as an introductory overview of the materials covered in the course or as a summary/review for candidates who have already completed the self-study course. In addition to the on-site learning opportunity, you receive a copy of the appropriate *Self Study Course(s)* to facilitate your independent study efforts. HFMA offers the coaching course at the Annual National Institute (ANI).

To order the self-study course materials, refer to the order form at the end of this brochure.

To purchase and register for the e-lessons version of the self-study materials, refer to the following link: <http://commerce.webinservice.com/hfmacommerce/>

Chapter Assistance

Some chapters offer exam preparation assistance. To find what assistance your chapter provides, contact your chapter president or certification chairman.

CPE credit

Based on the National Association of the State Boards of Accountancy (NASBA), HFMA is authorized to award 10 CPE credits for the Core self-study course and 8 CPE credits for each of the specialty self study courses when the candidate completes all requirements as described in the course. The candidate is advised that the CPE requirements may differ by jurisdiction and candidates should consult with their reporting jurisdiction.

Registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors (ID# 103058). State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to:

The National Registry of CPE Sponsors
150 Fourth Avenue North, Suite 700
Nashville, TN 37219-2417.

Telephone: 615-880-4200

Web site: www.nasba.org

Participants will receive a certificate of completion program reflecting the number of instructional hours earned. HFMA is authorized to award up to 10 CPE hours for the Core self-study program and 8 CPE hours for each of the specialty self-study programs if the requirements as stated in the self-study materials are met. CPE requirements may differ by jurisdiction; therefore participants should consult their reporting jurisdiction. All HFMA education programs earn points toward HFMA certification, certification maintenance requirements, and Founders Awards.

HFMA is authorized to award up to 10 hours for completing the Core program and up to 8 hours for completing each of the specialty programs of pre-approved Category II (non-ACHE) continuing education credit toward advancement, re-certification, or reappointment in the College of Healthcare Executives. Participants in the program wishing to have their continuing education hours applied toward category II should list their attendance when applying for advancement, re-certification, or reappointment in ACHE.

HFMA Ironclad Guarantee

HFMA stands behind the quality of our programming; therefore, if you are not satisfied, we will provide you with a credit certificate good toward future HFMA National educational program or select products. Contact HFMA Directly at: HFMA, Professional Development Department – Career Services, Two Westbrook Corporate Center, Suite 700, Westchester, IL 60154, or call 800-252-4362, press 2. Please provide HFMA within your comments within three months of ordering the certification courses.

TAKING THE EXAMINATION

The certification exams are conducted via the Internet. Exams must be proctored by an HFMA certified member chosen by their chapter. *Contact your chapter to schedule your exam(s).*

The Core examination and one or more specialty examinations may be taken on the same date, or scheduled separately on different dates.

- The Core exam takes up to four hours to complete
- The specialty exams require up to two hours each

You must successfully complete the Core and one specialty exam within a two-year period to become certified. If you do not complete the second exam within that period, you will have to retake the first one. You may begin with either the Core or a specialty exam; there is no specified order for taking exams.

If you are already a CHFP, you can take additional specialty exams to continue on the path toward the Fellowship level or to add a specialty certification to your qualifications. Additional specialty exams can be taken at any time after initial certification has been earned.

Scheduling the Exam

To take any of the HFMA certification exams, advance arrangements must be made by sending your application and check or credit card information to the address indicated on the CHFP Examination Application (included on the following page).

- HFMA reviews all exam applications to ensure that applicants are members.
- The candidate is responsible for working through the chapter to take the examination with an approved proctor.
- No exam application is complete without the name of the proctor. You ***MUST*** indicate the proctor who will be administering the exam at the chapter session you have chosen. You will be authorized to take the exam with that proctor ***ONLY***.

Please allow ten business days from the time HFMA receives the exam application and payment until you are authorized to take an examination and are assigned a password. (Expedite processing will be subjected to an administrative fee.) You will receive an e-mail notifying you that you have been authorized. Take this into consideration when establishing a testing date with your proctor.

Examination Locations

Proctors are Certified members of HFMA who are responsible for administering the HFMA certification exams. Chapters and proctors coordinate to establish test dates for their chapter. You do not have to take the exams in your own chapter. You may request permission to complete your exam with a chapter other than your own. Be sure to communicate with chapters/proctors in advance to ensure that there is available space; computers will be limited at any offering.

Rescheduling an Exam

You have a maximum of one year after you register for an exam to complete that exam. *The candidate is responsible for re-scheduling the exam.* If you need to reschedule your exam, you must do the following:

- Please let your proctor know as soon as possible if you must re-schedule. Proctors are Certified members of HFMA who are volunteering for this responsibility. Notifying them allows them to make other plans, or perhaps to release your seat to another member who wishes to take the exam.
- Contact your chapter to determine when the chapter will next be offering that exam. If those dates conflict with your schedule, you may have to complete the exam on a day offered by another chapter.
- Inform HFMA National by calling HFMA Career Services at 800-252-4362, X311. When doing so, be prepared to identify the following:
 - The name of the proctor with whom you were going to be taking the exam and the mutually agreeable date for the exam as established by the proctor and the candidate.
 - The proctor with whom you will now be taking the exam and that rescheduled date

Rescheduling an examination date more than two times will be subjected to an administrative fee.

Reporting to the Examination Location

Report to the exam location on the scheduled date and at least 30 minutes before the scheduled start time for your exam. Bring the following items with you:

- Your password
- At least two forms of identification, one of which has a recent picture or physical description, such as a valid driver's license
- A dependable watch
- A silent, battery operated non-printing calculator capable of only calculating four functions and storing a single calculation
- Your glasses, if applicable

Taking the Examination

When you arrive at the examination location, take a few minutes to become familiar with how the computer's mouse works. Once you are familiar with the way the equipment works, you may start your exam.

- Enter your answers directly into the system by clicking the mouse on the answer of your choice.
- Once you indicate that you have completed an examination section and submit your responses to that section, you will not be allowed to go back into that section.
- When you indicate that you wish to submit the last examination section, the computer will begin to process your answers and then provide you with your score.

How the Examinations are Scored

The HFMA Board of Examiners has worked with experts in testing and psychometrics to ensure that the test items are valid and the scoring is accurate, fair, valid, and verifiable. The HFMA examinations are graded using scaled scores. The highest possible score is 30 and the lowest possible score is 1. The minimum passing score is 21. All examinations are scored on the computer immediately after you indicate you have finished. You are provided your overall score for the exam upon completion of that exam.

The “Conditioning” Concept

“Conditioned” status means you have passed one of the two required exams as part of the HFMA certification process. You must successfully complete *both* the Core exam and one of the specialty exams to satisfy the exam requirement for certification. “Conditioning” means that you don’t have to retake the exam you have already passed. For example, if you have passed the four-hour Core exam, but not the specialty exam, you are in a “conditioned” status and required to take only the specialty exam.

Once you achieve conditioned status, you have a maximum of two years to move from conditioned status to successful completion of the Core and one specialty exam. If both exams are not successfully completed within two years, both exams will need to be retaken.

Whenever you retake an exam, you must complete an application form and submit it with the corresponding fee. (See form on next page)

NOTE: *You may not retake any exam more often than once every 90 days.*

HFMA
CHFP Examination Application

Application Date: _____

Membership Status. Are you an HFMA member?

- Yes. Member # _____
- No. Membership is required to take the certification exams. Call 800-252-4362, ext 2 for a membership application.

Personal Information

Last Name _____ First Name _____ Middle Initial _____

Home Address _____

City _____ State _____ ZIP _____

Home Phone _____ FAX _____ e-mail _____

Present Employment Information

Employer's Name _____

Address _____

City _____ State _____ ZIP _____

Work Phone _____ FAX _____ e-mail _____

Examination Information and Fees

Place an "X" next to all exams for which you are applying. (NOTE: To become certified, the Core *and* one specialty exam must be completed.)

- Fees**
- ___ \$100 Core Exam
 - ___ \$ 70 Accounting & Finance Specialty Exam
 - ___ \$ 70 Managed Care Specialty Exam
 - ___ \$ 70 Patient Financial Services Specialty Exam
 - ___ \$ 70 Physician Practice Management Specialty Exam
 - ___ **TOTAL amount due**

Exam Location _____ Exam Date _____

Name of Proctor _____

Payment Information

___ Check enclosed (payable to HFMA) for \$ _____ Check Number _____ (for tracking purposes)

___ Charge my: (check one) ___ VISA ___ MasterCard ___ Discover Card ___ American Express

Card Number _____ Expiration Date _____

Cardholder's Name _____ Cardholder's Signature _____

Return this form

By MAIL to: HFMA, Accounting Department- A/P, Two Westbrook Corporate Center, Suite 700, Westchester, Illinois 60154

By FAX to: 708-531-0665 (Credit card applications only)

For Office Use Only: Check # _____ **Amount** _____

Requirements for Certification

The following two requirements must be met first:

- **Membership** in HFMA for at least two years total. (These do not need to be two consecutive years.)
- **Achieving a passing score** on the Core exam and one specialty exam

To become certified, the following requirements also must be fulfilled within three years of passing the exams and a Certification Application submitted (see next page).

- **Education.** Complete a minimum of 60 semester hours of course work at an accredited college or university. As proof of completion, an official transcript or a copy of diploma/degree must be submitted.

If you *do not* have 60 college semester hours, the education requirement can be met by earning 960 points based on the following alternative education schedule:

- 1 point per CPE or CPE equivalent earned over a maximum of 10 years. A CPE equivalent is one 50-minute hour spent in a structured learning setting under the direction of a qualified instructor teaching material covering the areas of health care, finance, management, or information systems
- 16 points per semester hour successfully completed in an accredited college
- 11 points per quarter hour successfully completed in an accredited college
- 48 points per full year of experience in a healthcare finance or related position (a maximum of 480 points can be earned through experience). Experience used to meet the certification requirement may also be used to meet this education requirement.

- **Career Development.** Earn 40 Founders Award points in accordance with the criteria listed on the HFMA web site at:

http://www.hfma.org/chapters/chapter_leader_resources/chapter_leader_tools/foundersbooklet.pdf

Earn at least 20 points by participating in HFMA activities. The remaining 20 points may be earned by participating in activities sponsored by organizations other than HFMA. These points are referred to as Parallel Activity Points. To become a CHFP, all 20 Parallel points must be earned within a continuous three-year period extending from three years prior to passing the certification exam to three years after passing the exam. Qualifying Parallel Point activities are listed in the chart at the end of this brochure.

Candidates are responsible for documenting and tracking Founders Points. The HFMA Founders Award year ends on May 31 and chapters are required to submit point accumulations to HFMA National by August 10

Candidates can verify current level Founders Award points, by doing any of the following:

- Accessing the membership directory on the HFMA web page at www.hfma.org
- Sending an e-mail inquiry to certification@hfma.org
- Calling 800-252-HFMA, ext. 311

- **References.** Provide favorable references from your CEO or immediate supervisor. You may request a second officer in your HFMA chapter to submit a reference if you are a CEO or self employed. HFMA will contact your HFMA chapter officers. You can facilitate the referencing process by having your supervisor sign your Certification Application form.

- **Experience.** Acquire at least two years of professional experience in health care and/or financial management.

Announcement of Certification Results

Approximately 30 days after an application for certification is received by HFMA, the candidate receives notification of the disposition of their application.

- If the application is found to be conforming, it will be accepted.
- If preliminary review indicates that the application requires review by the Board of Examiners, it will be reviewed at their next scheduled meeting.

Certificates for members achieving Certified status are given to Chapter Presidents for presentation to the candidate.

Maintaining Certification

The Certification Maintenance Program encourages HFMA certified members (both CHFPs and FHFMA) to maintain and continually upgrade their abilities and status within the field.

The HFMA Board of Directors has made participation in the Certification Maintenance Program mandatory to retain HFMA certification.

- Members are awarded three years of currency after they become certified.
- As a member's third year of certification approaches, they will be notified that they must maintain. Applications for maintenance must be received by June 1 in the year certification must be maintained.
- If certification is not maintained, certified designation will be removed after September 15 of the same year. Once a designation has been removed, the member has three years during which it can be regained by submitting a conforming maintenance application.

After three years have passed without maintaining, the member must complete the entire certification process again, including re-taking the examinations.

To maintain current status as an HFMA certified member, it is necessary to accumulate 40 Founders Award points (refer to http://www.hfma.org/chapters/chapter_leader_resources/chapter_leader_tools/foundersbooklet.pdf) or Parallel Activity points (refer to chart at end of brochure) every three years. The effective date for maintaining currency in these designations is June 1. Once attained, this current status is maintained for three years.

Points for maintenance of certification will be earned through participation in HFMA activities that earn Founders Award points. Points can also be earned through activities outside of HFMA on a Parallel Point schedule. Points earned on the Parallel Point schedule count towards Certification Maintenance, but not toward Founders Award accumulations. While Founders Award points are recorded by chapters and maintained by HFMA, each member is responsible for ensuring that complete records are maintained.

Notification by HFMA National

HFMA will mail reminder notices to all certified members before June 1 of their respective Certification Maintenance year. HFMA's Career Services will accept the completed application at any time before June 1 of the Certification Maintenance year. After June 1, there will be a \$25 application processing fee that will be applied. Action on complete applications will be completed within 30 days of receipt. The maintenance application is available on the HFMA web site.

In accordance with the board approved definitions for certifications in HFMA, the following process for maintaining current status will be followed:

- The certified designations will be permanent as long as the individual so designated maintains membership in HFMA, and currency is maintained.
- The Board of Examiners (BOE) at its discretion may seek to verify the accuracy and completeness of data contained in applications for HFMA certification and maintenance.
- In lieu of participating in the Certification Maintenance program, certified members can retain currency by successfully re-taking the appropriate examinations and submitting required personal references.

Detailed information about the maintenance process is sent to members at an appropriate time when it becomes relevant to that member.

HFMA
CHFP Certification Application

Personal Information. Please enter name *exactly* as you want it to appear on your certificate.

Last Name _____ First Name _____ Middle Initial _____

Home Address _____ HFMA Member # _____

City _____ State _____ ZIP _____

Home Phone _____ FAX _____ e-mail _____

Education. Place an "X" on the line describing how you are supplying this information.

- Education information already on file with HFMA.
- Official college or university transcript or copy of diploma attached to this application.
- Fulfilling requirement using alterative education as described in brochure. Statement is attached showing how point requirement has been fulfilled and certificates of attendance or transcripts are attached as appropriate.

Professional Experience

Current Employer _____ Your Position Title _____

Employer's Address _____

City _____ State _____ ZIP _____

Work Phone _____ FAX _____ e-mail _____

Dates of Employment _____ Number of Employees You Supervise _____

Prior Employer _____ Your Position Title _____

Employer's Address _____

City _____ State _____ ZIP _____

Work Phone _____ FAX _____ e-mail _____

Dates of Employment _____ Number of Employees You Supervised _____

References. Request a reference from the CEO or your immediate supervisor at your current place of employment and have that person (or a second chapter officer, if self employed) provide the information requested below, including a signature. HFMA will contact the Chapter President for references.

Name _____ Title _____

Address _____ City _____ State _____ ZIP _____

Business Phone _____

I hereby declare that to the best of my knowledge the applicant is of good character and should be granted the duties and privileges of an HFMA certified member.

Signature _____ Name _____ Date _____

(Continued on back side of page)

HFMA
CHFP Certification Application

Founders Award Points. Number of Founders Award Points accumulated over the last three years: _____

Parallel Activity Points. Parallel Activity Points apply only to Certification. (See applicable section of brochure for point values. Attach additional pages as needed.

1. Educational Programs and Courses

Title	Sponsoring Organization	Date	Contact Hours	Parallel Activity Points
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Presentations

Title	Sponsoring Organization	Date	Presentation Length	Parallel Activity Points
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

3. Participation in Forums or Special Interest Groups

Name of Sponsoring Organization	Name of Forum or Organization Special Interest Group	Year of Participation	Parallel Activity Points
_____	_____	_____	_____
_____	_____	_____	_____

4. Literary Contributions

Title	Publication	Date	Activity Section A-F	Parallel Activity Points
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Affidavit. This section must be completed and signed by a notary public.

I hereby declare before the proper authority that the statements contained in this application for certification are correct to the best of my knowledge.

Signature of Applicant _____

County of _____ State of _____

Signature of official position _____

Sworn and subscribed before me on this date _____

Seal

Please mail completed application to:

HFMA Career Services, Two Westbrook Corporate Center, Suite 700, Westchester, Illinois 60154

Requirements for Fellowship in HFMA

After becoming certified, a candidate is eligible to seek HFMA Fellowship and designation as FHFMA. The requirements for Fellowship include submitting an application to attest to the following:

- **Certification.** Being certified as a CHFP in HFMA. HFMA National will verify this.
- **Membership.** Being a Regular or Advanced Member of HFMA for at least five years. This will be verified by the HFMA member database.
- **References.** Providing favorable references from either a Fellow in HFMA or from a current officer or director of your HFMA chapter.
- **Exam.** There is no examination to become a Fellow, however successful completion of the CHFP examination is required.
- **Career Development Activities.** Earning 200 points on the following schedule. There is no time limit for earning these points.

Founders Award Points. One point per Founders Award point earned. Parallel Activity points count toward this accumulation, however the member must maintain a record of activities completed external to HFMA. The number of Parallel Activity points that can be used to meet this requirement is limited to the number of Founders Award points used to meet this requirement. (See list of qualifying Founders Point activities at

http://www.hfma.org/chapters/chapter_leader_resources/chapter_leader_tools/foundersbooklet.pdf)

Education. A maximum of 100 points can be earned through education. This requirement can be met by the following ways:

- Having the registrar's office at the college or university from which you graduated send a transcript of your grades to HFMA or
- Sending a photocopy of your diploma to HFMA.

The following points are awarded for degrees:

- 50 points for earning a BA or BS or equivalent from an accredited college or university
- 75 points for earning a Master's degree or equivalent from an accredited college or university
- 100 points for earning a PhD or equivalent from an accredited college or university

Only one sequential degree may be counted toward Fellowship, for example, if the applicant has earned:

- Both a Bachelor's and a Master's degrees, only 75 points total may be claimed, not 50 plus 75.
- Two nonsequential degrees such as two Masters, then both may be claimed for 100 points total.

Specialty Certifications. 40 points are awarded for each ADDITIONAL specialty certification earned. This applies to specialty certifications in excess of the basic CHFP requirement. For example, if an applicant has attained a specialty only in Patient Financial Services, then that would meet the basic CHFP requirement. However, if the applicant passed both the Patient Financial Services specialty exam AND the Managed Care specialty exam, an additional 40 points will be awarded.

- **Affidavit.** Your signature and the seal of a notary public are required.
- **Fees.** The one-time only \$100 processing fee for Fellowship MUST accompany the application (see next page). If the application is not accepted, HFMA will return the application fee.

Announcement of Fellowship Application Results

Approximately 30 days after an application for Fellowship is received by HFMA, you will receive notification of the disposition of your application.

- If the application is found to be conforming, it will be accepted.
- If preliminary review indicates that it requires review by the Board of Examiners, it will be reviewed at their next regularly scheduled meeting or teleconference

Certificates for members achieving Fellowship status are given to the Chapter President for presentation.

HFMA
Fellowship Application

Membership Status. Are you currently a certified (CHFP) member of HFMA?

Yes. HFMA Member # _____

No. Being a CHFP is required for Fellowship. Send an e-mail to certification@hfma.org, to learn about becoming a **CHFP**.

Personal Information. Please enter name *exactly* as you want it to appear on your certificate.

Last Name _____ First Name _____ Middle Initial _____

Home Address _____

City _____ State _____ ZIP _____

Home Phone _____ FAX _____ e-mail _____

Education. Minimum requirement is a bachelor's degree from an accredited college or university.

Education information already on file with HFMA.

Official transcript or a copy of diploma is attached to this application.

Professional Experience. List employers in reverse chronological order. Add pages as required if additional space is needed.

Current Employer _____ Your Position Title _____

Employer's Address _____

City _____ State _____ ZIP _____

Phone _____ FAX _____ e-mail _____

Dates of Employment _____ Number of Employees Supervised _____

Prior Employer _____ Position Title _____

Address _____

City _____ State _____ ZIP _____

Phone _____ FAX _____ e-mail _____

Dates of Employment _____ Number of Employees Supervised _____

References. Obtain a reference from either a current HFMA or an HFMA chapter leader.

Name _____ Position Title _____

Address _____ City _____ State _____ ZIP _____

Business Phone _____ Business Fax _____

I hereby declare that to the best of my knowledge the applicant is of good character and should be granted the duties and privileges of a Fellow in HFMA.

Signature _____ Name _____ Date _____

Payment Information. (\$100.00 fee)

Check enclosed payable to HFMA for \$100 _____ Check number (for tracking purposes)

Charge my: (check one) VISA MasterCard American Express Discover Card

Card Number _____ Expiration Date _____

Cardholder's Name _____ Cardholder's Signature _____

(Continued on back side)

HFMA
Fellowship Application

Founders Award Points: Number of Founders Award Points accumulated over lifetime HFMA activity: _____

Parallel Activity Points. Parallel Activity Points apply only to certification. (See applicable section of brochure point values.) Attach additional pages as needed.

1. Educational Programs and Courses

Title	Sponsoring Organization	Date	Contact Hours	Parallel Activity Points

2. Presentations

Title	Sponsoring Organization	Date	Length of presentation	Parallel Activity Points

3. Participation in Forums or Special Interest Groups

Name of Sponsoring Organization	Name of Forum or Organization Special Interest Group	Year of Participation	Parallel Activity Points

4. Literary Contributions

Title	Publication	Date	Activity Section A-F	Parallel Activity Points

Affidavit. This section must be completed and signed by a notary public.

I hereby declare before the proper authority that the statements contained in this application for certification are correct to the best of my knowledge.

Signature of Applicant _____

County of _____ State of _____

Sworn and subscribed before me on this date _____

Signature of official position _____

Seal

Please mail completed application to:

HFMA Attn: Accounting Dept- A/P, Two Westbrook Corporate Center, Suite 700,
Westchester, Illinois 60154

HFMA Parallel Activity Point System *(revised 11/02)*

For a list of qualifying Founders Point Activities, refer to the HFMA web site:

http://www.hfma.org/chapters/chapter_leader_resources/chapter_leader_tools/foundersbooklet.pdf

	<i>Parallel Points</i>	<i>Criteria</i>
<i>Educational Programs and Courses</i>		
A. Meeting Attendance 3-day event	3 Parallel Activity point	Attend any 3-day meeting, including chapter, multi-chapter, and regional meetings
B. Meeting Attendance 2-day event	2 Parallel Activity points	Attend any 2-day meeting, including chapter, multi-chapter, and regional meetings
C. Meeting Attendance 1-day event	1 Parallel Activity point	Attend any 1-day or less meeting, including chapter, multi-chapter, and regional meetings, live video, or audio teleconferences
D. Successful completion of a self-study program	2 Parallel Activity points	Completion of a self-study program that provides CPE or testing
E. Successful completion of college or graduate level course	10 Parallel Activity points	Successfully complete a college or graduate level course, 10 points per course, limited to a maximum of 20 points per application
<i>Presentations</i>		
A. Program Participation	5 Parallel Activity points	Participate as a faculty member or in a similar capacity in a formal chapter or similar scope program
B. Formal Panel Presentation	2 Parallel Activity points	Participate in a formal panel discussion at a chapter or similar scope program
C. Teach college or graduate level courses	10 Parallel Activity points	Teach a college or graduate level course, 10 points per course, limited to a maximum of 20 points per application. Full-time faculty members cannot earn points for this activity
<i>Participation in Forums outside of HFMA</i>		
A. Forums	2 Parallel Activity points	Membership in forums or special interest groups
B. Large CFO System/Meeting	2 Parallel Activity points	Attendance at this type of meeting
<i>Literary Contributions</i>		
A. Publish a book, guide, or manual	10 Parallel Activity points	Write and publish a book, guide or manual
B. Published articles	5 Parallel Activity points	Write and publish an article in national publication of scope similar to <i>HFM</i>
C. Book Review	2 Parallel Activity points	Write a book review published in publication similar in scope to <i>HFM</i> .
D. Manuscript or Self Study Course Review	3 Parallel Activity points	Review manuscripts, certification documents, and self-study courses for organization outside of HFMA National
E. Articles	2 Parallel Activity points	Write and publish articles in journal similar in scope to but excluding <i>Notes from National</i>
F. Chapter Newsletter	2 Parallel Activity points	Write and publish an article in a newsletter or other publication of similar scope to a chapter newsletter

HFMA Parallel Activity Point System *(revised 11/02)*

	<i>Parallel Points</i>	<i>Criteria</i>
		publication of similar scope to a chapter newsletter

HFMA Certification Program 2003-2004 Self Study Course

Today's Date: _____

Check here if you are the Chapter Certification Point of Contact _____

FAX: 708-531-0665 <i>Charge orders only</i>	Phone: Mon – Fri. 8:00 – 5:00 CST 1-800-252-4362, ext. 2 <i>Charge orders only</i>	Mail: HFMA Attn. Accounting Dept. – A/P 2 Westbrook Corporate Ctr., Suite 700 Westchester, IL 60154
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Cardholder Name: _____

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Required for charge orders

Cardholder Phone number _____ Fax number _____

Course code	Course	Qty	Unit Price	Total Price
CCORE03	HFMA Certification Core Program (2003-2004)		\$295	
CACCT03	HFMA Certification Accounting and Finance Specialty (2003-2004)		\$275	
CPFS03	HFMA Certification Patient Financial Services Specialty (2003-2004)		\$275	
CPPM03	HFMA Certification Physician Practice Management Specialty (2003-2004)		\$275	
CMC03	HFMA Certification Managed Care Specialty (2003-2004)		\$275	

MERCHANDISE TOTAL

Shipping Rates: ___ \$10 for each course
___ \$25 per course for 2-day delivery
(Check one) ___ \$45 per course for next day delivery

SHIPPING

Allow 2 business days for processing orders. Orders are then shipped via UPS ground service and arrive in 5-10 business days, contingent on destination. UPS cannot ship to a P.O. Box number.

TOTAL PRICE

***For more information on the HFMA certification program, visit www.hfma.org and click on careers
To order the on-line lessons for each course visit www.hfma.org, click on education, and then e-learning***