

CERTIFICATION PROGRAM

Certified
Healthcare
Billing &
Management
Executive

The Authorized HBMA Certification Program

The certification program designed to encourage excellence within the HBMA membership through education and awareness of our industry.



PROGRAM INTRODUCTION

Mission Statement:

The **C**ertified **H**ealthcare **B**illing & **M**anagement **E**xecutive is the authorized HBMA Certification Program which encourages excellence within its membership through education and awareness of our industry; we can achieve these goals by requiring a minimum level of attendance and participation of HBMA sponsored programs, and creating incentives to utilize all forms of related educational sources as approved by HBMA.

Requirements for Initial Certification:

A Certificate of Completion will be awarded to the individual who has met the following requirements:

1. "Current" HBMA member
2. Submitted "Initial **CHBME** Application" with applicable fees
3. Completed required credits (at least 60% of the total credits accumulated must be earned through HBMA Educational sources)

REQUIRED CREDITS

Initial CHBME Certification. 60 hrs.

Maintaining Certification:

Renewal of Certification is earned on an annual basis using credit hours from the prior year. Members must meet the criteria for certification at the end of each calendar year. A Certificate of Renewal will be awarded in January of each year if the individual has met the following requirements:

1. "Current" HBMA member
2. Submitted "**CHBME** Maintenance Application" with applicable fees
3. Completed required credits (at least 60% of the total credits of an individual must be provided through HBMA Educational sources) during a calendar year. **Please note:** a maximum of 40% of the total credits can be earned from HBMA Distance Learning (ie: HBMA Webcasts and Webinars)

REQUIRED CREDITS

Maintaining CHBME Certification 20 hrs. (Annually)

Applicants must continue to meet the requirements of maintaining certification. Failure to do so would require the applicant to again submit an initial application if he/she wishes to obtain future certification.



Failure to maintain certification would require the member to reapply for a new certification.

APPROVED EDUCATIONAL CREDITS:

It is the responsibility of the member to provide proof of attendance in order to receive CHBME credit. Credit is awarded by way of educational hours of course instruction, rounded to the nearest 1/4 of an hour. Single or multiple day seminars exclude non-instructional hours such as breaks or association business meetings.

HBMA Sponsored Programs

- > All HBMA Educational Hours
 - Annual Meeting
 - State/Regional HBMA Meetings
 - Educational Conference
 - Owners & Managers Meetings
 - Compliance Meetings
 - Webcasts
- > Committee Chair Credits
 - HBMA Committee Chairs are awarded 3 hours of credit.
- > Presenters Credit
 - HBMA members as presenters are awarded 3 additional credit hours for each instructional credit hour.
- > Contributing Written Articles
 - HBMA members who write articles for HBMA publications will receive 2 hours of credit for each article written.

HBMA Approved Educational Programs

- > Other educational programs provided by Approved Management Associations
 - MGMA (Medical Group Managers Association)
 - HFMA (Healthcare Financial Management Association)
 - RBMA (Radiology Business Management Association)
 - AAPC (American Academy of Professional Coders)
 - ACA (American Collectors Association)
 - AAHAM (American Association of Healthcare Admin. Management)
 - AICPA (American Institute of Certified Public Accountants)
 - NAHA (National Association of Healthcare Attorneys)
 - AHIMA (American Health Information Management Association)
 - HCCA (Health Care Compliance Association)
 - ACHE (American College of Healthcare Executives)
- > Educational Programs provided by local
 - Medicare Carriers
 - State Departments of Public Aid
- > Related educational programs provided by regional or national Medical Specialty Associations (i.e., ACR, ACEP, AMA...)

Required Fees:

Initial application \$350
 Annual Maintenance fee \$150

Certificate of Completion and Renewal:

Members who have submitted an initial application at the end of a calendar year, and have qualified for initial certification, will receive a Certificate of Completion. Those who have submitted an initial application, and do not meet the requirements for initial certification, will receive a statement giving details of the member's current CHBME credit balance.

Members who have previously received initial certification will receive a Certificate of Renewal provided they have met the requirements of maintaining certification.

QUESTIONS & ANSWERS ABOUT THE PROGRAM

Who is the certification program for?

At its most specific level, the Certified Healthcare Billing & Management Executive program is designed for HBMA-member company owners and top executives who participate in HBMA activities and wish to certify that participation—that commitment to professionalism through continuing education—as a means of demonstrating their dedication to high standards and strong client service.

By accepting the challenge of certification, we as an association illustrate to the healthcare community that they understand and accept the demands put on our industry.

Will I have to take a test to be certified?

No. While it's true that most certification programs require some form of test or examination before the candidate can be certified, HBMA's program relies solely on HBMA membership and participation in billing-industry educational programs (largely HBMA-sponsored conferences, meetings and seminars), with certification credits awarded for attendance at those events.

The Certified Healthcare Billing & Management Executive program may eventually expand to include a "fellows" level which could include testing, but at this early stage in the process the goal is to keep the certification program simple by minimizing the complexity, cost and liability of a program that includes testing.

How many credits do I need to be certified?

Initial certification requires 60 credits, and continuing certification requires 20 credits every year. Sixty percent of the credits must be earned through attendance at HBMA-sponsored events.

If I know I do not have the initial 60 credits for certification, should I still submit an initial application?

This is a choice to be made by the member. It would be to the member's advantage to submit for credits early because older credits are given less value. However, the CHBME program does require the applicant to submit a minimum of 20 credits per year. Failure to meet the 20 credit per year minimum would require the member to resubmit an initial application.

Why does 60 percent of the total certification credit have to come from attendance at HBMA-sponsored programs?

Because HBMA is the premier educational and service organization for the billing industry. No other institution, group or association is as deeply aware of the professional, business, legislative and regulatory requirements of this industry as is HBMA.

The program's designers also believe that attendance at HBMA events, with their national perspective and rich diversity of business and professional talent, enhance the value of HBMA certification.

What are some other sources of certification credit?

HBMA's Certification Committee will always be looking at additional potential "HBMA Approved" educational programs and other ways of earning certification credits.

The Committee would also like to offer "special request" credit for independent study, as is sometimes done in other certification programs. Such work could include practice management projects, documented consulting jobs and presentations at seminars. The Certified Healthcare Billing & Management Executive program currently does not have the resources to evaluate such requests.

How much will this cost?

Initial Application \$350
Annual Maintenance Fee \$150

How do I get started on my certification?

It's easy. Just fill out the application forms, supply proof for those HBMA-sponsored programs and other "Approved" educational programs that you've attended, and attach your check. We'll do the rest.

HBMA

1540 S. Coast Hwy, Suite 203 • Laguna Beach, CA 92651
(877) 640-4262 • (949) 376-3456 Fax
www.hbma.org

INITIAL APPLICATION

DIRECTIONS: Complete sections 1 – 3. Please provide accurate documentation when it has been requested, timely processing of your application depends upon it. You must also attach a check for the amount of \$350, made payable to HBMA. If you have met the criteria for initial certification you should receive notice from HBMA within 4 weeks.

SECTION 1

Member Name: _____

Contact Name: _____ Title: _____

Company Name: _____ Initial Membership Date: _____

Address: _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address (for CHBME correspondence): _____

Date Submitted: _____

SECTION 2

Have you attended any HBMA sponsored programs over the last 5 years? Yes No

If your answer is yes, please complete the following section using the information made available by way of an enclosure entitled "Historical CHBME Credits." It is the responsibility of the member to attach proof of attendance.

YEARS BACK

HBMA Sponsored Programs	2009	2008	2007	2006	2005
Fall Annual Conference	_____	_____	_____	_____	_____
Spring Educational Conference	_____	_____	_____	_____	_____
Owners & Managers	_____	_____	_____	_____	_____
Regional	_____	_____	_____	_____	_____
Webcast	_____	_____	_____	_____	_____
Other (Compliance Conference, etc.)	_____	_____	_____	_____	_____
Totals	_____ x 1.0	_____ x 0.8	_____ x 0.6	_____ x 0.4	_____ x 0.2
	_____ +	_____ +	_____ +	_____ +	_____ = _____

HBMA OFFICE USE ONLY

Approved Credits _____

||||| INITIAL APPLICATION

SECTION 3

Have you contributed written articles for any HBMA publication, presented at any of the HBMA programs or been a HBMA Committee chair in the last year? **Yes** **No**

If your answer is yes, and you wish to apply for CHBME credits, please supply a copy of the written article or program agenda which shows you as the presenter. You will be awarded 2 credit hours for each article and 3 credits hours for each 1 hour presentation. HBMA Committee chairs are awarded 3 hours credit.

HBMA OFFICE USE ONLY

Approved Credits _____

SECTION 4

Have you attended any "HBMA approved" educational programs in the last calendar year? **Yes** **No**

HBMA approved programs are as follows:

> Educational programs provided by Approved Management Associations

- MGMA (Medical Group Managers Association)
- HCCA (Health Care Compliance Association)
- ACHE (American College of Healthcare Executives)
- HFMA (Healthcare Financial Management Association)
- RBMA (Radiology Business Management Association)
- AAPC (American Academy of Professional Coders)
- ACA (American Collectors Association)
- AAHAM (American Association of Healthcare Admin. Management)
- AICPA (American Institute of Certified Public Accountants)
- NAHA (National Association of Healthcare Attorneys)
- AHIMA (American Health Information Management Association)

> Educational Programs provided by local

- Medicare Carriers
- State Departments of Public Aid

> Related educational programs provided by regional or national Medical Specialty Associations (i.e., ACR, ACEP, AMA...)

If your answer is yes, and you wish to apply for CHBME credits, please provide the following information: the educational source, date, course description and proof of attendance. This information must be attached to the application, neatly assembled and summarized in a typed cover letter.

HBMA OFFICE USE ONLY

Approved Credits _____

HISTORICAL CHBME CREDITS

> PERIOD: 2006—2009

2009

DATE	MEETING DESCRIPTION	LOCATION	CHBME CREDITS
1/14	Webinar – Understanding and Surviving the Economic Crisis		2.00
1/22	Webcast – Why Branding Matters and How to Do it Right		2.00
2/5-7	Owner's & Manager's	Dana Point, CA	20.00
2/19	Webinar – Mergers and Acquisitions in the Healthcare Billing Industry: Trends and Fundamentals		2.00
3/10-12	Operational Compliance Conference		
	Effective Compliance is Good Business	New Orleans, LA	18.25
3/13	Post Conference Session: Hot Topics in Compliance	New Orleans, LA	3.00
3/19	Webinar – Legal Matters that Should Keep You Awake at Night		2.00
4/21	Q & A with Jim Wieland on HITECH Act Recording		1.0
4/23	Webcast – Disallowing Changes, Medical Necessity, Unbelievability Denials and Effective Appeals		2.0
5/6-8	Spring Educational Conference	Boca Raton, FL	14.00
5/21	Webinar – Finance and Accounting For the Non-Financial Manager		2.0
6/18	Webinar – Cultivating a Network: How Modern Billing Companies Can Adapt & Thrive in the Current Environment, Post-HITECH		2.0
7/9-11	Owner's & Manager's	Chicago, IL	20.00
7/16	Webcast – Choose Your Attitude		2.0
9/3	Webinar – Updates on the HITECH Act		2.0
9/17	Webinar – A Manufacturing Approach to Denials		2.0
9/23	Pre-Conference Session: Hot Topics in Compliance	Las Vegas, NV	4.0
9/23-25	Fall Annual Conference	Las Vegas, NV	13.5
9/25	Post Conference Session: Technology Update for Business 2009	Las Vegas, NV	4.0
10/22	Webcast – Quality & Process Improvement: Applications for Billing and Collections		2.0
10/22-24	Owner's & Manager's	Seattle, Washington	20.00
11/12-13	EHR Summit	Scottsdale, AZ	11.50
11/19	Webinar – Better Communication, Better Engagement		2.0
12/17	Audio – Washington Update		1.0

2008

1/18	Webcast – Ask the Expert Panel Discussion		2.00
2/7-9	Owners and Managers	Dana Point, CA	21.00
2/12	Audiocast – Focus on Pathology: Synopsis of CMS Anti-Markup Restrictions & PQRI Regulations		2.00
2/21	Webinar – Understanding Medicare Advantage Plans		2.00
3/20	Webinar – Collecting From Patients – Position Your Company and Clients for Success		2.00
4/6	Pre-Conference Compliance Course – Hot Topics in Compliance	Orlando, FL	4.00
4/7-8	HBMA 15th Anniversary Spring Educational Conference	Orlando, FL	13.00
4/17	Webcast – Hiring 7 Retaining Excellent Employees		2.00
5/7-9	Operational Compliance Conference – Compliance is Good Business	Newport Beach, CA	18.25
5/15	Webinar – Building Your Billing Business		2.00
6/18	Joint Webcast with RBMA – Outsourcing, the PROs and Cons – Is it Right for You?		2.00
7/10-12	Owners & Managers	Pittsburgh, PA	21.00
7/17	Webcast – Maximizing Your Power by Improving Your Public Speaking and Presentation Skills		2.00
8/21	Webinar – Compliance Plans for Small Billing Companies – The Least You Should Do		2.00
9/10	Pre-Conference Courses: Compliance Planning for Small Companies or Advanced Operational Compliance Workshop or Managing Your Technology for a Competitive Advantage	San Diego, CA	4.00
9/11-12	Fall Annual Conference	San Diego, CA	13.00
9/18	Webinar – Back To Basics – Self Pay Collections – And How to Do It Effectively		2.00
10/16	Webinar – Benchmarking Accounts Receivable Management Performance		2.00
10/23-25	Owners & Managers	Milwaukee, WI	21.00
11/20	Webinar – The Alpha and Omega of Billing: Back to Basics		2.00
12/3-5	Owners & Managers Advanced Executive Conference	Scottsdale, AZ	20.0
12/18	Webinar – New Technologies and Best Practices: Banking Services for Billing Companies		2.00

||||| HISTORICAL CHBME CREDITS

> PERIOD: 2006—2009

DATE	MEETING DESCRIPTION	LOCATION	CHBME CREDITS
2007			
1/18	Webcast – Employee Motivation		2.00
2/8-10	Owners & Managers	Dana Point, CA	19.50
2/15	Audiocast – Back to Basics – Billing 101		2.00
3/8	Pre-Conference Compliance Course: First Steps to Effective Compliance or Hot Topics in Compliance	Scottsdale, AZ	4.00
3/9-10	Spring Educational Conference	Scottsdale, AZ	13.75
3/15	Webinar – Project Management		2.00
4/13	Webcast – Denial Management		2.00
4/24	Pre-Conference Practical Case Studies & Current Issues in Fraud & Abuse Enforcement		4.00
4/25-27	Operational Compliance Conference: Effective Compliance is Good Business	Las Vegas, NV	18.25
5/17	Webinar – Using the Internet for Followup		2.00
6/8-10	Compliance Plan Writing Workshop	Chicago, IL	15.75
6/14	Webinar – Beyond HR – Challenging Yourself to Be Creative with Employees Incentives		2.00
6/19-22	Owners & Managers	Maui, HI	18.00
7/25	Webcast – 10 Steps to Better Accounts Receivable Management		2.00
8/16	Webinar – Medicaid – The New Leader in Compliance Enforcement		2.00
9/6	Pre-Conference Compliance Course: First Steps to Effective Compliance or Hot Topics in Compliance or Technology for CEOs	Las Vegas, NV	4.00
9/7-8	Fall Annual Conference	Las Vegas, NV	13.00
9/20	Webcast – The EMR Marketplace: How Does it Affect Your Business		2.00
10/9	Northeast Regional Roadshow	Baltimore, MD	6.50
10/11	Great Lakes Regional Roadshow	Chicago, IL	6.50
10/18	Webinar – Communication in the Office – Phone and People Skills		2.00
10/25-27	Owners & Managers	Wilmington, DE	19.50
11/9-11	Compliance Plan Writing Workshop	Atlanta, GA	15.00
11/15	Webinar – Conducting Efficient and Effective Internal Assessment for Optimum Compliance		2.00
12/13	Webinar – Back to Basics: Using Modifiers to Acquire Payment		2.00
2006			
2/7	Webcast – Compliance 101 – Just the Basics		2.00
2/9-2/11	Owners & Managers	Dana Point, CA	19.50
3/7	Pre-Conference – Healthcare Fraud & Abuse – Avoiding the Risks	Washington, DC	4.00
3/8-3/10	HBMA Compliance Course for Third Party Medical Billing Professionals	Washington, DC	19.50
3/16	Webcast – Effective Denial Management		2.00
4/9	Pre-Conference – Focus 2006	Dallas, TX	4.00
4/10-4/11	Spring Educational Conference	Dallas, TX	13.75
5/18	HBMA Webcast – Managing Compliance Risks Within HR Processes		2.00
6/14-6/16	Owners & Managers	Lahaina, HI	19.50
7/20	Webinar – Benchmarking for Fun and Profit		2.00
9/10	Pre-Conference – First Steps to Effective Compliance	Las Vegas, NV	4.00
9/10	Pre-Conference – Hot Topics in Compliance	Las Vegas, NV	4.00
9/11-9/12	Fall Annual Conference	Las Vegas, NV	13.75
10/10	Northeast Regional Meeting	Newark, NJ	7.00
10/12	Southeast Regional Meeting	Orlando, FL	7.00
10/17	Great Lakes Regional Meeting	Milwaukee, WI	7.00
10/19	Midwest Regional Meeting	Denver, CO	7.00
10/20	Pacific Regional Meeting	Los Angeles, CA	7.00
10/24	Southwest Regional Meeting	Dallas, TX	7.00
10/26	Owners & Managers	New Orleans, LA	19.50
12/14	Webcast – Marketing & Growing Your Business		2.00

||||| APPLICATION FOR MAINTAINING CERTIFICATION

Existing CHBME Members & those pending Initial Certification:

Complete Sections 1- 4 and attach a check to cover the one time annual fee of \$150, also provide documentation of proof for sections 2 - 4. This application is required in January of each calendar year and would include credits from the previous year. Those who meet the requirements of maintaining certification will be awarded a Certificate of Renewal in January for that current year. Failure to meet the requirements of maintaining certification would suggest the member must again submit an initial application if he/she wishes to obtain future certification.

CHBME Applicants who have not yet met the requirements for certification:

This application would also be used for those candidates who have submitted the initial application for certification, but have not yet met the requirements for CHBME certification. CHBME applicants follow the same application process as CHBME members, the difference is that the applicant will receive a Certificate of Completion upon completing the requirements of initial certification. Applicants must also continue to meet the requirements of maintaining certification, failure to do so would suggest the applicant must again submit an initial application if he/she wishes to obtain future certification.

SECTION 1

Member Name: _____

Contact Name: _____ Title: _____

Company Name: _____ Initial Membership Date: _____

Address: _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Date Submitted: _____

SECTION 2

Have you attended any HBMA sponsored programs over the last calendar year? **yes** **no**

If your answer is yes, please complete the section below using the information provided from "Historical CHBME Credit" assignments. It is the responsibility of the member to attach proof of attendance.

Annual Meeting	Educational Meeting	Compliance Course	Owners & Managers		Regional Meetings		Webcasts/ Other
			A	B	A	B	
_____	+ _____	+ _____	+ _____	+ _____	+ _____	+ _____	+ _____ = _____

HBMA OFFICE USE ONLY

Approved Credits _____

||||| APPLICATION FOR MAINTAINING CERTIFICATION**SECTION 3**

Have you contributed written articles for any HBMA publication, presented at any of the HBMA programs or been a HBMA Committee chair in the last year? **yes** **no**

If your answer is yes, and you wish to apply for CHBME credits, please supply a copy of the written article or program agenda which shows you as the presenter. You will be awarded 2 credit hours for each article and 3 credits hours for each 1 hour presentation. HBMA Committee chairs are awarded 3 hours credit.

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Approved Credits _____

SECTION 4

Have you attended any "HBMA approved" educational programs in the last calendar year? **yes** **no**

HBMA approved programs are as follows:

> Educational programs provided by Approved Management Associations

- MGMA (Medical Group Managers Association)
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- AAPC (American Academy of Professional Coders)
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> Educational Programs provided by local

- Medicare Carriers
- State Departments of Public Aid

> Related educational programs provided by regional or national Medical Specialty Associations (i.e., ACR, ACEP, AMA...)

If your answer is yes, and you wish to apply for CHBME credits, please provide the following information: the educational source, date, course description and proof of attendance. This information must be attached to the application, neatly assembled and summarized in a typed cover letter.

HBMA OFFICE USE ONLY

Approved Credits _____