



CHBME

CERTIFICATION PROGRAM

Certified Healthcare Billing & Management Executive



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

Program Introduction

Mission Statement

The **Certified Healthcare Billing & Management Executive** is the authorized HBMA Certification Program that encourages excellence within its membership through education and awareness of our industry. These goals can be achieved by requiring an appropriate level of attendance and participation in HBMA sponsored programs and creating incentives to utilize all forms of related educational sources, as approved by HBMA.



www.hbma.org

Requirements for Initial Certification:

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

1. Current HBMA membership in good standing.
2. Submit Initial CHBME Certification Application online with the \$350 application fee.
3. Select a track: Compliance Professional or Compliance Executive.
4. Complete the required 74 credit hours within three (3) years of your acceptance date into the program. 80% of the total credits accumulated must be earned through HBMA educational resources.
5. Successfully complete a 100 question written review exam.

REQUIRED CREDITS

New CHBME Certification: 74 credit hours

Requirements for Maintaining Certification

Re-certification is earned over a three year period following successful completion of the written exam. Members have a total of three calendar years to meet the criteria for re-certification. A Certificate of Renewal will be awarded at the end of the third year if the individual has met the following requirements:

1. Current HBMA member in good standing.
2. Payment of an annual renewal fee of \$150 due at the beginning of every calendar year you remain in the program.
3. Complete the required 60 credit hours within three (3) years. 80% of the total credits accumulated must be earned through HBMA educational resources.

REQUIRED CREDITS

Participants have a full three (3) years from their anniversary date to earn the necessary minimum of 60 credit hours needed for re-certification. HBMA offers a variety of educational programs annually that offer credit toward this program.



WELCOME

TO HBMA'S CERTIFICATION PROGRAM

HBMA was created in 1993 by a core group of individuals who had a vision of a forum, rich in resources, to guide their collective efforts toward a highly professional image within the medical community. During this period of time HBMA has responded to the many industry challenges in countless ways. No longer does this industry live in a world of super bills and paper claims, but rather a world of electronic communications and complex technology deployed in an efficient fashion to not only manage the adjudication of claims, but the rules that govern the process.

In 2010, the HBMA Board of Directors charged the Certification Committee with the task of improving the Certified Healthcare Billing & Management Executive (CHBME) program. The goal was to develop a path to successfully achieve a high level of professionalism in the key elements of industry knowledge, compliance and business competency. This was achieved by creating three distinct categories of education and information.

The new CHBME Program began January 1, 2011. The HBMA Education Committee responded to the educational and informational requirements of the Program by creating a significant number of opportunities to achieve the required credits in each of the three categories. Currently, over 15% of HBMA Members hold the CHBME designation with a goal to increase this to 25% by the end of 2014.

It is with pride the Certification Committee presents CHBME to the Members of HBMA and with great gratitude to the Certification Committee from the Board of Directors for achieving the outstanding design of the Program.

REQUIRED FEES

Initial Application	\$350
Annual Maintenance Fee	\$150

Healthcare Billing and Management Association

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Approved Educational Credits



CHBME credits must be earned from all three (3) categories listed below to achieve and maintain the CHBME designation. Two distinct tracks are offered in this program – Compliance Professional or Compliance Executive. One track must be identified in the application before any member can be approved into the program. Members have a full three (3) years to earn credits needed to obtain re-certification.

TRACK 1: Compliance Professional

Select this track if you are someone with primary responsibility for the development and maintenance of your company's compliance program.

TRACK 2: Compliance Executive

Select this track if you have the primary responsibility for management of your company but not specific oversight of the compliance program.

CATEGORY 1 NATIONAL SPRING & FALL CONFERENCES

A MINIMUM OF:

- 42 credit hours over 3 years for initial certification
- 28 credit hours over 3 years for re-certification

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- 42 credit hours over 3 years for initial certification
- 28 credit hours over 3 years for re-certification

For initial certification, members in the CHBME program will need to earn a minimum of 42 credit hours from attendance at three (3) HBMA National Conferences. Member's who are re-certifying will need to earn a minimum of 28 credit hours from two (2) HBMA National Conferences over a three (3) year period of time.

AND

CATEGORY 2 COMPLIANCE & BUSINESS COMPETENCY MODULES

A MINIMUM OF:

- 18 credits – HBMA Annual Compliance Course
- 12 credits – Business Competency Modules

Attendance at the HBMA Annual Compliance Conference is required for both initial as well as re-certification in this program.

A MINIMUM OF:

- 8 credits – HBMA Compliance Educational Offerings
- 12 credits – Business Competency Modules

Required attendance at designated approved compliance sessions held throughout the the year for both new and for renewing members in this program.

Business Competency Modules:

Strategic Planning • Financial Management • Legal & Operations • Sales & Marketing • Technology

Both initial and re-certifying applicants must take three (3) of the five (5) Business Competency Modules. Each Module is four (4) credits. The Modules will be offered at National Conference "Pre-Conference & Post Conference" sessions, within designated HBMA Specialty Meetings as well as at an annual "CHBME Executive Development Summit" which will offer all five (5) modules listed as well as a Compliance Module designed for the Compliance Executive.

AND

CATEGORY 3 OTHER EDUCATIONAL PROGRAMS

A MINIMUM OF: 2 credit hours over 3 years for initial certification as well as for re-certification

A MINIMUM OF: 12 credit hours over 3 years for initial certification as well as for re-certification

Approved Category 3 educational programs:

- *HBMA Specialty Meetings*: Some of the sessions in these meetings may be approved as "Business Competency Modules" and may be claimed as Category 2 credits, with the remaining credits earned to be claimed in Category 3. HBMA will designate which sessions are approved for Category 2 credits.
- *HBMA Distance Learning Programs*: HBMA offers internet based educational programs throughout the year. One (1) credit hour is earned for each Distance Learning program.
- Related approved association educational programs.
- *HBMA Billing Journal Review*: HBMA offers a review quiz in each issue of our bimonthly journal. 0.5 credits are earned by successfully completed this quiz in each issue. Members can only earn these credits from issues that are in the current calendar year.

Total Credit Hours must equal a minimum of 74 credit hours for initial certification and a minimum of 60 credit hours for re-certification.

Questions and Answers

ABOUT THE HBMA'S CHBME CERTIFICATION PROGRAM



Who is the certification program for?

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 we understand and accept the demands put on our industry.

Will I have to take a test to be certified?

Yes, any initial CHBME applications received and accepted beginning January 1, 2011, will be required to sit for the CHBME Examination before earning the CHBME Certification designation. Complete details on how to prepare as well as sit for this exam are on the HBMA website.

How many credits do I need to be certified?

Initial certification requires a minimum of 74 credit hours and re-certification requires a minimum of 60 credit hours. Both initial and re-certification credits are earned in the specific categories outlined for this program over a three (3) year period of time. The number of credits needed for each category is dependent on the track selected by the individual when initially entering this program. 80% of credits must be earned from HBMA sponsored educational programs.

If I know I do not have the initial 74 credits for certification, should I still submit an initial application?

Yes! It would be to the member's advantage to submit for credits early to keep track of credits required to become eligible for CHBME Certification.

Why does 80% 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.

How many credits do I need to maintain my certification?

Members have a full 3 years to earn a minimum of 60 credit hours needed for re-certification. HBMA offers a wide variety of programs over a three (3) year period making it as easy as possible for those in the CHBME program.

Member's in this program can review their current credits and easily identify what credits are still needed for re-certification at any time by accessing their My CHBME page in their personal account on the HBMA website. Credits earned from HBMA-sponsored programs will automatically be entered into the individuals account following the event.

What are some other sources of certification credit?

HBMA recognizes credit hours earned from a variety of professional non-profit associations that offer education related to the medical billing industry, such as MGMA, HFMA, RBMA, AAPC, and AHIMA. Contact the HBMA National Office for further information.

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 online application, select your track and pay the application fee. You can pay online with a credit card or send a check into the HBMA National Office. Once you are accepted into the program, you will be able to see the credits you have already earned from HBMA-sponsored programs as well as enter any other approved educational program you have attended within the past two (2) years.



Register online today!
www.hbma.org