

# Certified Medical Billing Associate



## MISSION:

The Certified Medical Billing Associate program is the authorized certification program which targets mid-level managers of billing companies. It creates a mechanism to encourage excellence within our industry by promoting education and awareness for our Membership. Given that CHBME targets Medical Billing Executives, it is not the intent of the CMBA program to compete with CHBME or have CMBA used as a prerequisite to CHBME.

# CMBA

# A

**HBMA**  
Healthcare  
BILLING & MANAGEMENT  
Association





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## REQUIREMENTS FOR INITIAL CERTIFICATION:

1. Employee of an HBMA member company
2. Submitted "Initial CMBA Application" with applicable fees
3. Completed required credits

*Initial CMBA Certification....30hrs*

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## MAINTAINING CERTIFICATION:

1. Employee of an HBMA member company
2. Submitted "Application for Maintaining Certification" with applicable fees
3. Completed required credits

*Maintaining CMBA Certification...10hrs (each calendar year)*

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## EARNING CREDIT HOURS:

**HBMA Sponsored Programs** (*a minimum of 60% of the credits must be from this category*)

### HBMA Sponsored Education

Credit is awarded by way of educational hours of course instruction, each hour of instruction earns one hour of credit.

- Annual Meetings
- Educational Conferences
- Regional HBMA Meetings
- Owners/Managers, Compliance Meetings, etc.

### Committee Chair Credits

- HBMA Committee Chairs are awarded 3 hours of credit

### Presenters Credit

- As Presenters, HBMA members are awarded 3 hours of credit for each instructional hour

### Contributing Written Articles

- HBMA members who write articles for HBMA publications will receive 2 hours of credit for each article written

### Webcast Education

- Credits are applied based upon educational hours and proof of registration





## HBMA APPROVED EDUCATIONAL PROGRAMS

*(a maximum of 40% of the total credits)*

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. Mgt.
- 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.

- A.) Medicare Carriers                      B) State Departments of Public Aid

### Related Educational programs provided by Regional or National Medical Specialty Associations (i.e. ACR, ACEP, AMA...)

### Independent Study

*(a maximum of 20% of the total credits can be earned from this category)*

Candidates may apply for independent study credit. Independent study material must be submitted in the form of a case study, or positional paper. It is the discretion of the certification committee to apply 0–4 credits for any project submitted. It is recommended that applicants refer to the criteria for independent study before submitting. Please electronically submit all independent study materials to [cindy@hbma.org](mailto:cindy@hbma.org).

#### Required Fees:

- Initial Application . . . . . \$200.00
- Maintaining Certification... . . . . \$100.00

## INDEPENDENT STUDY

### Criteria for awarding credits

- Evidence of work effort  
(3 hrs of work for each expected credit)
- Applicable to Medical Billing Business Sector
- Creativity
- Logically Presented  
(Presenting the problem and offering a solution)

### Sample Ideas for Case Study/ Position Papers

#### *Billing Company Related*

- Operations
  - ▲ Work Flow
- Information Systems
  - ▲ New and Existing Technology
- Financial
  - ▲ Knowing your cost
  - ▲ Contract Negotiation
- Personnel
  - ▲ Benefits Packages / Incentives
- Compliance
  - ▲ Sample case w/ resolution
- Marketing
  - ▲ Obtaining new clients / maintaining existing

#### *Client Related*

- Contract Negotiation (Managed Care)
- Coding Projects
- Front office Management
- Insurance Verification
- Medicare / Public Aid
  - ▲ (Problem / Resolution)
- Commercial Insurance Sector
  - ▲ (Problem / Resolution)



# Certified Medical Billing Associate: **CMBA**

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Laguna Beach, CA 92651  
Phone 877/640-4262 • Fax 949/376-3456  
[www.hbma.org](http://www.hbma.org)



## Historical Credits

PERIOD: 2006-2009

### 2009



DATE	MEETING DESCRIPTION	LOCATION	CMBA 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 & 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 Credits

PERIOD: 2006-2009

### 2007



DATE	MEETING DESCRIPTION	LOCATION	CMBA CREDITS
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

## Initial Application

**DIRECTIONS:** Complete sections 1 - 4. 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 \$200, 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: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email (for CMBA correspondence): \_\_\_\_\_

Date submitted: \_\_\_\_\_

### SECTION 2: HBMA SPONSORED PROGRAMS

#### A. HBMA Sponsored Education

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 Credits." It is the responsibility of the member to attach proof of attendance.

	CURRENT AND PREVIOUS YEARS				
	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
	_____	+	_____	+	_____
			+		+
					=
					_____

#### B. HBMA Committee Credits

Have you been a HBMA Committee Chair in the last year?  Yes  No

(HBMA Committee Chairs are awarded 3 hours of credit)

Continue on back side

### C. HBMA Presenters Credit

Have you presented at any of the HBMA programs in the last year?  Yes  No

*(HBMA Presenters are awarded 3 hours of credit. Please supply a copy of the program agenda which shows you as a presenter)*

### D. Contributing Written Articles

Have you contributed written articles for any HBMA publication in the last year?  Yes  No

*(HBMA Article Contributors are awarded 3 hours of credit. Please supply a copy of the written article)*



## SECTION 3: HBMA APPROVED PROGRAMS

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

» 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 CMBA 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.**



## SECTION 4: INDEPENDENT STUDY

Candidates may apply for independent study credit. Independent study material must be submitted in the form of a case study, or positional paper. It is the discretion of the certification committee to apply 0–4 credits for any project submitted. It is recommended that applicants refer to the criteria for independent study before submitting. Please electronically submit all independent study materials to [cindy@hbma.org](mailto:cindy@hbma.org).

**Please refer to the Independent Study Criteria listed on page 3 of the CMBA brochure for criteria on awarding credit and sample ideas for case study and position papers.**



## Application for Maintaining Certification

### **Existing CMBA Members & those pending Initial Certification:**

Complete Sections 1- 4 and attach a check to cover the annual fee of \$100, 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.

### **CMBA 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 CMBA certification. CMBA applicants follow the same application process as CMBA 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 CMBA 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** \_\_\_\_\_

## »» **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 CMBA 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 CMBA 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** \_\_\_\_\_