

## CHBME Online Exam Policies and Procedures

### Proctoring Policy



The HBMA Certified Healthcare Billing and Management Executive (CHBME) certification program will be moving to an online platform in 2017. The online platform will allow for wider opportunity for candidates to take the exam and increase the number of certificants nationwide. Candidates will have the opportunity to take the exam from a private local location such as the candidate's office.

In order to implement this platform, individual proctors will need to be secured for each testing experience. This proctoring policy outlines the parameters for candidates to secure proctors.

It is the responsibility of the candidate to identify and confirm a qualified proctor. The HBMA Executive Office is not responsible for selecting and securing proctors for examination candidates.

#### Proctor Requirements

Proctors must meet the following requirements:

- Must currently be working in the healthcare billing and management industry
- Must be currently CHBME certified or sign a waiver agreeing not to sit for the CHBME exam for a minimum of two (2) years from exam date
- May not be your immediate supervisor or in your line of command

HBMA requires for any examination administration involving five or more candidates that a minimum of two qualified individuals simultaneously proctor the examination.

All Proctors are required to complete an HBMA Proctor Training Webinar prior to administering any CHBME examination as well as the "Proctor Agreement Form" (*Attachment A*). Proctors will also be provided with a "Proctor Manual" that will dictate the parameters for the exam. It is the proctor's responsibility to familiarize him/herself fully with the manual before administering the exam.

#### Candidate's Responsibility

Candidates must inform HBMA of their proctor's identity at the time of application. HBMA staff will reach out to proctor to communicate next steps. Candidates are responsible for ensuring that the proctor meets the designated proctor requirements.

#### Proctor Responsibility

Proctors are to follow the instructions and guidelines outlined in the CHBME Proctor Manual exactly as prescribed. Proctors are responsible for maintaining the integrity of the CHBME exam and therefore, must guard against any irregularities during the examination. Proctors are to report any irregularities to the HBMA Executive Office immediately.

All proctors will be awarded one (1) HBMA sponsored continuing education credit for each exam administered with a maximum of five (5) credits earned.

**Candidate and Proctor Responsibility**

Candidate and proctor will determine the testing date, time and location for the exam.

Candidate and proctor are jointly responsible for determining an appropriate testing location.

Requirements for an appropriate testing location are as follows:

- Computer with internet access (Proctor must be able to view the candidate's screen at all times)
- Required three (3) feet of space between candidates (if multiple candidates testing)
- Clean, well-lit environment, free from distractions (including non-test takers)
- Classroom style seating

Appendix A



Certified Healthcare Billing and Management Executive (CHBME)  
Exam Proctor Agreement Form

**SCAN OR E-MAIL THE COMPLETED AND SIGNED PROCTOR AGREEMENT FORM TO THE HBMA EXECUTIVE OFFICE AT THE CONTACT INFORMATION INDICATED BELOW:**

I have received and read the Certified Healthcare Billing and Management Executive (CHBME) Proctor Manual and Examination Rules, and agree to the following:

- To allow no one access to any CHBME examination materials, or to duplicate or retain any part of any examination without prior written approval from the HBMA Certification Committee;
- To administer the examination following CHBME examination administration policies and protocol, as stated in the Proctor Manual;
- To hold confidential the names of the candidates taking the exam at the location in which I am serving as a proctor;
- To assume full responsibility for maintaining the total security of individual examination materials while they are in my possession, from time test materials are received through examination administration and return to HBMA Executive Office

I attest to one of the following proctor requirements:

- I am currently a CHBME Certificant
- I agree to abstain from testing for the CHBME exam for a minimum of two (2) years from the exam administration date in which I am proctoring.

I further attest that I am not the direct supervisor for any individual taking the CHBME exam during this exam administration.

Please sign below to confirm having read, and agreeing to abide by, each of the above terms and conditions to administer any CHBME examination:

\_\_\_\_\_  
Proctor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proctor Printed Name