



HBMA

HEALTHCARE BUSINESS MANAGEMENT ASSOCIATION

CERTIFIED HEALTHCARE BUSINESS MANAGEMENT EXECUTIVE (CHBME)

CANDIDATE HANDBOOK

2025 EDITION

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HBMA Code of Ethics

Preamble to the Code of Ethics

Health care is a calling long identified with ethics and professionalism. Providing support services to health care professionals calls for the same level of care and competency to achieve success and regard in the field. Ethical behavior in the handling of billing, accounts management and other services for health care providers enhances the understanding that health care billing and management are professional services, and not merely business operations.

HBMA has promulgated this Code of Ethics for its members to help guide billing professionals in their growth and development in the industry. Adherence to these elements in conduct with clients, peers and patients will raise the bar for billing and management services, both now and into the future. While simple in structure, this Code has great depth of meaning and implication. It expresses the true definition of a "billing professional" and HBMA member.

HBMA Members Pledge To:

- Exercise sensitive professional and moral judgment in all business activities.
- Act in a way that will honor the public interest and demonstrate a commitment to professionalism and competence.
- Perform all business activities with the highest sense of integrity.
- Maintain objectivity and avoid any conflict of interest.
- Strive to improve the quality and competence of services performed through continuing education.
- Exercise care and diligence in providing services.
- Maintain confidentiality of patient and client information.
- Strive to comply with all relevant Federal, State, and Local laws and regulations.
- Refrain from making misleading or false statements about professional qualifications, experience, performance or results that can be achieved.
- Maintain core competency in the handling of Personal Health Information (PHI) and the need for cybersecurity in protecting healthcare data.



Certified Healthcare Business Management Executive Certification (CHBME) Candidate Handbook

About the CHBME

Certified Healthcare Business Management Executive Certification (CHBME) is a credential offered by the Healthcare Billing and Management Association (HBMA) as a career next step for individuals who are dedicated to revenue cycle management (RCM) and committed to continuing professional development in this fast-changing industry.

The CHBME is the most comprehensive designation you can earn in the revenue cycle management (RCM) profession. It signifies mastery of the high standards of the program, professional competency in key areas and encourages ongoing personal and professional development in the field.

The CHBME program is available to anyone working in the RCM field and is designed for owners, senior management, and compliance professionals. Those who possess the CHBME certification will enhance the revenue cycle management profession through validation of an established skill set and set themselves apart from their peers.

If you have additional questions about this guide or about the CHBME program, please contact us.

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What does the CHBME Certification mean for professionals?

CHBME is the professional certificate division of HBMA. HBMA supports and promotes the personal and professional growth of RCM professionals to advance the industry. Earning the respected CHBME designation demonstrates your dedication to professional competency and personal growth.

- Revenue Cycle Management professionals who become CHBME certified will be able to demonstrate excellent quality and standards and will showcase your exceptional quality standards and service.
- Increases your credibility to providers.
- Emphasizes your commitment to education and remaining in touch with changes in the industry.
- You possess the potential to increase your earning power and open new career opportunities.
- Elevates and differentiates your skillset in biller search tools.
- Your company demonstrates dedication to the profession.
- Your company possesses an expansive knowledge of the field and can reduce the risk of non-compliance.
- Your company supports strong leadership, and you are a more skilled and competent staff member.
- Your company exemplifies organizational excellence and is committed to strong revenue cycle management services.



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CHBME Certification Process

Minimum Requirements

Applicants must have a minimum of 3 years in a leadership role within a Revenue Cycle Management (RCM) company. A leadership role is a position in which an individual is responsible for guiding, directing, and managing people, processes, or an organization to achieve specific goals.

Application Fee

Upon acceptance to the CHBME program, applicants will need to pay the application fee of \$350 for members or \$700 for non-members.

Earn and Submit CEUs

Applicants will be given one year to complete 15 CEUs. Continuing Education Units may be obtained through a combination of HBMA-sponsored and non-sponsored programs with a minimum of 7.5 hours coming from HBMA sponsored programs. Credits can be earned through in person meetings, webinars, and distance learning options.

CHBME Examination

Once the required credits are earned, applicants can complete the CHBME exam for entry officially into the CHBME Program. The exam is offered at all in-person HBMA events. Eligible applicants must register for the exam no less than two weeks in advance to any meeting. Candidates may sit for the final examination only once during each calendar year. Repeat candidates shall submit a reexamination testing fee \$99 for members or \$198 for non-members, identical to the initial testing fee, and shall submit proof of ongoing fulfillment of the eligibility requirements in effect at the time of the test administration.

Once an applicant passes the CHBME exam, they can use the CHBME credentials and are fully integrated into the program.

The CHBME program is available to both HBMA members and non-members at this time. Being an HBMA member gives you discounts on the fees and education to maintain your certification!



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Maintaining Certification - HBMA Requirements

To maintain the CHBME designation, certified individuals must pay a renewal fee at the beginning of each calendar year and complete 45 credit hours within three years of taking the exam or your last renewal period. Credit hours can be obtained by HBMA sponsored programming and non-HBMA sponsored programming.

50% of credit hours (at least 22.5 credits) must be from HBMA sponsored programs. HBMA offers a variety of annual education programs to earn credits toward your CHBME.

HBMA Sponsored Programming Hours Includes:

- HBMA's Revenue Cycle Fall Conference
- HBMA Specialty Conferences
- HBMA Compliance Courses
- HBMA Executive Conferences
- Webinars
- Recorded Education in our Distance Learning Library
- HBMA Committee or Board Members: Three credit hours per year up to nine hours total in a three-year cycle.
- HBMA Course Instructors: Three credit hours for each instructional hour with a maximum of 27 credits per three-year renewal cycle.
- Contributing Written Articles: Three credit hours per article published in an HBMA publication.

Participants must attend a minimum of one HBMA in person event for every three year renewal period.



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Maintaining Certification - Other Accepted Education Options

Up to 50% of credit hours* (maximum of 22.5 credits) can be from non-HBMA sponsored programs.

Programs provided by approved associations include:

- Medical Group Management Association (MGMA)
- Healthcare Financial Management Association (HFMA)
- Radiology Business Management Association (RBMA)
- American Association of Professional Coders (AAPC)
- Health Care Compliance Association (HCCA)
- American Association of Healthcare Administrative Management (AAHAM)
- American Health Information Management Association (AHIMA)
- Programs provided by local Medicare Carriers
- Related educational programs provided by Medical Specialty Associations
- Other credits pertaining to the healthcare revenue cycle management industry may be approved on a case-by-case basis

*Individuals must submit certificates of attendance with the individuals name on it to HBMA to be awarded credit.

Members can review their current credits and easily identify what credits are still needed by accessing their "My CHBME" page in their HBMA account.



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Utilization of CHBME Credentials

Successful completion of the CHBME exam combined with the required CEUs will ensure that the individual has mastered the basics of revenue cycle management and is capable of demonstrating the knowledge and skills which are fully aligned with industry competencies for revenue cycle management professionals.

Program Dues Structure

The CHBME program runs annually, beginning the first of the year and ending on December 31st.

Application Fees:

Member: \$350

Non Member: \$700

CHBME Annual Renewal Fees (due annually once accepted into the program):

Member: \$150

Non Member: \$300

CHBME Test Fees (Must be completed to be accepted into the program):

Members: \$99

Non Member: \$198



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Candidate FAQ's

- Do I need to be an HBMA member to become certified?
 - While there are many benefits to HBMA membership, it is not a requirement of certification.
- Do HBMA education event fees apply towards the exam or renewal fees?
 - The fees related to the CHBME are separate. The costs associated with attending HBMA education opportunities do not apply towards certification costs, even when you are planning to sit for the exam.
- Where can I find information related to my CHBME status?
 - You will need to login to your HBMA account, and select “My CHBME” from the menu on the left side of the account page.
- Where can I find information related to my credits?
 - You will need to login to your HBMA account, and select “My Credits” from the menu on the left side of the account page.
- Can I pay the annual renewal fee in advance?
 - You cannot pay the annual fee in advance, as the system requires that you meet the credit requirements every three years. Without meeting the requirement, you will not be able to renew.
- It's the end of the year, and I need more credits. What can I do?
 - Be sure to take a look at our Distance Learning Library to find recordings from HBMA events that will count towards your credit requirements.

Have a question that is not answered here? Email us at info@hbma.org!