



HBMA
HEALTHCARE BUSINESS MANAGEMENT ASSOCIATION

CERTIFIED HEALTHCARE BUSINESS MANAGEMENT EXECUTIVE (CHBME) & CORPORATE ACCREDITATION

Market Your Professionalism by Demonstrating Excellence

DEMONSTRATE EXCELLENCE IN THE BUSINESS OF HEALTHCARE.



You work hard to stay up to date on issues and developments in the healthcare revenue cycle management industry. Earn your **Certified Healthcare Business Management Executive (CHBME) certification** and showcase your knowledge and skills to your peers, employer, and clients.

Through the CHBME program, demonstrate that you are dedicated to client and patient needs and committed to continuing professional education in this fast-changing, challenging industry.

WHAT DOES CHBME MEAN FOR YOU?

- » Showcases 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

WHAT DOES A CHBME SAY ABOUT YOUR COMPANY?

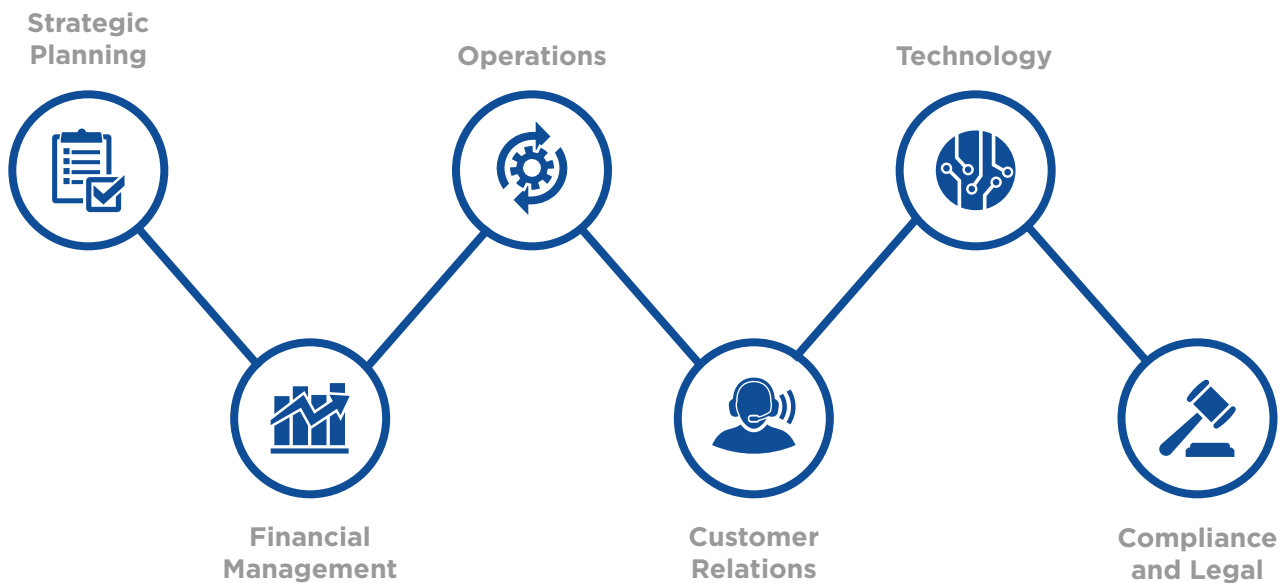
- » Your company demonstrates dedication to the profession
- » Your company possesses an expansive knowledge of the field and can reduce the risk of non-compliance
- » Your company supports strong leadership with skilled and competent staff members
- » Your company exemplifies organizational excellence and is committed to strong revenue cycle management services

Visit hbma.org/certification to learn more.



BE A LEADER IN THE HEALTHCARE REVENUE CYCLE INDUSTRY.

CHBMEs are owners, senior level managers, or compliance professionals, but specific job titles and duties may vary from organization to organization. The primary responsibilities of a CHBME create the six domains of the CHBME exam.



The CHBME exam was restructured in 2018 to include updated content to further reflect our field. The updated content ensures the knowledge and skills evaluated in the exam fully align with the competencies of revenue cycle management professionals.



Michelle Durner, CHBME, was contacted by a large potential customer because they were looking to work with a local CHBME holder. Michelle now has a business opportunity with a provider that submits over 30,000 claims a month.

CERTIFICATION FOR OWNERS, SENIOR MANAGEMENT, AND COMPLIANCE PROFESSIONALS.

The CHBME program is a member benefit for corporate or individual members. Participants have three years to earn the 60 Continuing Education Units (CEUs) through HBMA sponsored and non-sponsored programs to take the exam.

HBMA offers a variety of annual educational programs to earn credits toward your CHBME.

- » HBMA Sponsored Hours
 - HBMA Healthcare Revenue Cycle Conference
 - Recorded Conference Sessions
 - HBMA Compliance Symposium
 - Webinars (Live or Recorded)
- » Required attendance at one live HBMA Conference in a three-year cycle
- » **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
- » **Quizzes in RCM Advisor:** One credit hour per quiz. Maximum of six hours per year; 18 hours total in a three-year cycle

40 percent of credit hours (maximum of 24 credits) can be from non-HBMA sponsored programs.

- » Programs provided by approved associations, including:
 - Medical Group Management Association (MGMA)
 - Healthcare Financial Management Association (HFMA)
 - Radiology Business Management Association (RBMA)
 - American Association of Professional Coders (AAPC)
 - HCCA - 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

The exam is offered at the HBMA Healthcare Revenue Cycle Conference and can also be taken throughout the year using peer proctoring.

HBMA COMPLIANCE ACCREDITATION PROGRAM

DESIGNED EXCLUSIVELY FOR REVENUE CYCLE MANAGEMENT COMPANIES

HBMA has developed the **HBMA Compliance Accreditation Program** for revenue cycle management (RCM) companies, medical practice management organizations, healthcare software vendors, revenue cycle management vendors, and professional billing departments. This program establishes standards to help safeguard patients' protected health information (PHI) by complying with the Health Insurance Portability and Accountability Act (HIPAA) and ensure compliance with Office of Inspector General (OIG) standards.

Features

The Accreditation and Management program includes a thorough review and evaluation of each individual organization's implementation and adherence to HIPAA (including all aspects of the Privacy and Security Rules, HITECH, and Omnibus) and OIG compliance standards (FWA, Stark, Anti-kickback, and the OIG work-plan). Premier Accreditation can also be achieved and maintained through the inclusion of initial and ongoing on-site audits and assessments.

Once accredited, the program will provide the resources and management to maintain the organization's compliance program, ensuring that the member organization stays in compliance and has all of the necessary elements and documentation to achieve ongoing recertification.

Key Elements

Key elements to be assessed and managed include:

- Policy and Procedure
- Employee Training
- Security Risk Analysis
- Documentation
- OIG Exclusion List Monitoring
- Breach Determination
- Business Associate/Vendor Tracking
- Compliance Committee
- Disaster and Emergency Operations
- Internal Monitoring and Assessments

Learn more about HBMA corporate accreditation services at hbma.org/accreditation.