

HFMA Certification Maintenance -- Eligible Education Activities *(subject to change)*

Activities eligible for contact hours are listed in the first column of the table. Specific types of activities for each category are listed in the second column. For a description of each type of activity, refer to the information that follows this table.

| Category | Type |
|---|---|
| <p>Group Live: A structured learning event on a given subject that allows interaction with the instructor and participants.</p> | <ul style="list-style-type: none"> • College Course • HFMA ATC • HFMA National Seminars • HFMA Other • Non-HFMA Seminars |
| <p>Presenter: Delivering a structured learning event on a given subject that allows interaction with and between participants.</p> | <ul style="list-style-type: none"> • College Course • HFMA National Seminars • HFMA Other • Non-HFMA Seminars |
| <p>Proctor: Monitoring and supervising an exam session</p> | <ul style="list-style-type: none"> • HFMA Certification Exam Proctor |
| <p>Publication: Authoring or reviewing a professional publication</p> | <ul style="list-style-type: none"> • Author HFMA Publication • Author non-HFMA Publication • Review HFMA Publication |
| <p>Self Study: An educational process designed to permit a participant to learn independently, on-line, and without involvement of an instructor. Program provides opportunities to assess knowledge and skills gained throughout the program.</p> | <ul style="list-style-type: none"> • Certification Courses • HFMA e-learning • Non-HFMA |

HFMA Certification Maintenance -- Eligible Education Activities *(subject to change)*

| Group Live Activity | Description |
|--------------------------|--|
| College course | <p>Description: Completion of a college or university course offered by an institution accredited by agencies recognized by the US Department of Education (DoE) and/or the Council for Higher Education Accreditation (CHEA). Topic area should be related to health care, finance or related technical skills and/or professional development.</p> <p>Examples: Courses in an MBA program or accounting, healthcare, marketing, IT/IS, human resources</p> <p>Contact Hours: 15 hours per semester-long course or 10 hours per quarter-long course</p> <p>Maximum allowed: 45 hours per reporting period</p> |
| * HFMA ATC | <p>Description: 2-hour audioteleconferences broadcast on current and specialty interest topics. Presenter is specialist in that field. Offered nearly weekly. Counts toward the 45 contact hour maintenance requirements for healthcare/finance education.</p> <p>Contact Hours: 2 contact hours per ATC</p> <p>Maximum hours allowed: No limit</p> |
| * HFMA National Seminars | <p>Description: Programs offered by HFMA including seminars, clusters, and conferences. Counts toward the 45 contact hour maintenance requirement for healthcare/finance education</p> <p>Examples: ANI, LTC, Executive Summit, Revenue Cycle conference</p> <p>Contact Hours: Amount of CPE/contact hours as published for the given event</p> <p>Maximum hours allowed: No limit</p> |
| HFMA other | <p>Description: Regional or chapter meetings covering technical issues or topics that contributes to professional growth in the healthcare finance field. Does NOT include update meeting related to operational aspects of a chapter or region.</p> <p>Examples: Monthly Chapter or regional meeting</p> <p>Contact Hours: Relevant portion of meeting in minutes divided by 50</p> <p>Maximum hours allowed: No limit</p> |
| Non-HFMA Program | <p>Description: Programs offered by other organizations, institutions, or vendors including seminars and conferences covering topics such as healthcare, finance, IT/IS, management, marketing and other business skills. Does not include networking activities.</p> <p>Examples: Programs offered by employers not covering the company's operational issues, seminars offered by AICPA, AHIMA, AMA, etc.</p> <p>Contact Hours: Actual length of session, excluding breaks, divided by 50.</p> <p>Maximum hours allowed: No limit</p> |

HFMA Certification Maintenance -- Eligible Education Activities *(subject to change)*

| Presenter Activity | Description |
|-----------------------|--|
| College course | <p>Description: Instructor of a college or university course offered by an institution accredited by agencies recognized by the US Department of Education (DoE) and/or the Council for Higher Education Accreditation (CHEA). Topic area should be related to health care, finance or related technical skills and/or professional development. Contact hours are awarded only for the first offering of the course. Full-time college/university instructors or professors are not eligible to receive contact hours in this category.</p> <p>Examples: Courses in an MBA program or accounting, healthcare, marketing, IT/IS, human resources</p> <p>Contact Hours: 15 hours per semester-long course or 10 hours per quarter-long course</p> <p>Maximum hours allowed: 45 hours per reporting period</p> |
| HFMA National Program | <p>Description: Instructor at a seminar, presenter at a conference or member of a panel discussion at an HFMA National sponsored event, excluding presentations covering operational issues or product promotion</p> <p>Examples: Presenter at Revenue Cycle, instructor or panel member at ANI session</p> <p>Contact Hours: For the <u>first time only</u> of a presentation and based on the portion presented by the individual if there are multiple presenters/panel members, up to twice the length of the presentation for preparation time plus the length of the actual session. If CPE/contact hours has been awarded for attending the conference, CPE/contact hours will be awarded only for the preparation time and not the presentation time. CPE must be requested form HFMA National for qualifying presentations.</p> <p>Maximum hours allowed: No limit</p> |
| HFMA Other | <p>Description: Instructor, presenter or panel member at chapter or regional seminar, excluding presentations covering operational issues or product promotion</p> <p>Examples: Chapter meetings or regional meetings</p> <p>Contact Hours: For the <u>first time only</u> of a presentation and based on the portion presented by the individual if there are multiple presenters/panel members, up to twice the length of the presentation for preparation time plus the length of the actual session. If contact hours have been awarded for attending the conference, contact hours will be awarded only for the preparation time and not the presentation time.</p> <p>Maximum hours allowed: No limit</p> |
| Non- HFMA Program | <p>Description: Instructor at a seminar, presenter at a conference or member of a panel at programs offered by other organizations, institutions, or vendor that cover topics such as healthcare, finance, IT/IS, management, marketing and other business skills. Does NOT include presentations covering operational issues or product promotion.</p> <p>Examples: Programs offered by employers not covering the company's operational issues, seminars offered by AICPA, AHIMA, AMA</p> <p>Contact Hours: For the <u>first time only</u> of a presentation and based on the portion presented by the individual if there are multiple presenters/panel member, up to twice the length of the presentation for preparation time plus the length of the actual session. If contact hours have been awarded for attending the conference, contact hours will be awarded only for the preparation time and not the presentation time.</p> <p>Maximum hours allowed: No limit</p> |

HFMA Certification Maintenance -- Eligible Education Activities *(subject to change)*

| Proctoring Activity | Description |
|---------------------------------|--|
| HFMA Certification Exam Proctor | <p>Description: On-site monitoring and supervision of the HFMA certification exams within compliance of HFMA policies and procedures</p> <p>Contact hours: 1 per testing session/date, regardless of number of candidates</p> <p>Maximum hours allowed: 12 contact hours per reporting period</p> |

| Publication Activity | Description |
|-----------------------------|---|
| Author HFMA publication | <p>Description: Writing HFMA self study training material, certification exam questions, developing an article for an HFMA National publication</p> <p>Examples: Writing certification course materials, writing an article for HFM, writing an article for an HFMA chapter newsletter; developing questions for the certification exams</p> <p>Contact Hours: The total number of minutes invested in the activity divided by 50</p> <p>Maximum hours allowed: 23 hours total per reporting period combined for authoring and reviewing publications</p> |
| Author non-HFMA publication | <p>Description: Writing an article for a non-HFMA publication or writing a manuscript</p> <p>Examples: Writing an article for the AMA journal writing a book on health care or finance related topic</p> <p>Contact Hours: The total number of minutes invested in the activity divided by 50</p> <p>Maximum hours allowed: 23 hours total per reporting period combined for authoring and reviewing publications</p> |
| Reviewer HFMA publication | <p>Description: Reviewing training materials or HFMA publications for accuracy and completeness from a content expert standpoint</p> <p>Examples: Reviewing pre-published version of certification course materials or e-lessons HFM articles</p> <p>Contact Hours: The total number of minutes invested in the activity divided by 50</p> <p>Maximum hours allowed: Maximum hours allowed: 23 hours total per reporting period combined for authoring and reviewing publications.</p> |

HFMA Certification Maintenance -- Eligible Education Activities *(subject to change)*

| Self Study Activity | Description |
|------------------------------------|---|
| * <i>HFMA Certification Course</i> | <p>Description: HFMA self-study course for which activities have been completed at the minimum performance level as stated in the study guide and for which required documentation has been submitted as evidence of completion.</p> <p>Examples: HFMA print version study guide course for Core and each of the specialties: Accounting and Finance, Patient Financial Services, Managed Care and Management of Physician Practices.</p> <p>Contact Hours: Equals the amount of CPE as published. Contact hours are NOT awarded for the time taken to complete the corresponding certification exams. Required documentation as described in the course, must be submitted to receive the CPE credit.</p> <p>Maximum hours allowed: CPE as published in the books.</p> |
| HFMA e-learning | <p>Description: HFMA on-line program completed independently. Is not CPE eligible. Receives contact hours only.</p> <p>Examples: HFMA e-lessons/course as hosted by Web-Inservice</p> <p>Contact Hours: 1 hour for every three lessons complete, e.g., a course with 10 lessons will be eligible for 3 contact hours.</p> <p>Maximum hours allowed: No limit</p> |
| Non -HFMA | <p>Description: Self-study program offered by a vendor other than HFMA and that is completed independently. Includes traditional self-study programs as well as on-line programs. Covers topics in healthcare, finance, business skills, marketing, and management skills.</p> <p>Examples: HFMA e-lessons or courses as offered through the AICPA or others</p> <p>Contact Hours: Actual completion time in minutes divided by 50. If the program is CPE eligible through another organization contact hours will be awarded based on that level of CPE designated for the program.</p> <p>Maximum hours allowed: No limit</p> |

* You do not need to add these types of activities to your Education Activity Report. After issuing the CPE Letter, HFMA National automatically updates your education activity record. For ATCs, an evaluation must be completed and submitted to HFMA National in order to receive CPE credit for participating in the ATC.

HFMA Certification Maintenance -- Eligible Education Activities *(subject to change)*