



## *Maryland Chapter*

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# **CAREER LADDERING THROUGH AAHAM CERTIFICATION**

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# AAHAM CERTIFICATIONS



# CERTIFICATION OPTIONS AVAILABLE:

Certified Revenue Cycle Executive (CRCE)

- Senior and Executive Leaders

Certified Revenue Cycle Professional (CRCP)

- Supervisors and Managers

Certified Revenue Cycle Specialist (CRCS)

- Revenue Cycle Team Members

Certified Revenue Integrity Professional (CRIP)

- Charge Master Management

Certified Compliance Technician (CCT)

- Compliance Competency



**\*\*Ask us about the Study Guide Loaner Program available to MD AAHAM members\*\***

# MD AAHAM CERTIFICATION STATS



Total Maryland AAHAM Members: 470 (63 state/407 national)

Certified Revenue Cycle Executive (CRCE)

- 72 members = 15% of membership

Certified Revenue Cycle Professional (CRCP)

- 73 members = 15% of membership

Certified Revenue Cycle Specialist (CRCS)

- 196 members = 42% of membership

Certified Revenue Integrity Professional (CRIP)

- 9 members = 2% of membership

Certified Compliance Technician (CCT)

- 5 members = 1% of membership



**76% of our membership are certified!!!**





# CERTIFICATION BENEFITS

# INDIVIDUAL BENEFITS

- Increased earning potential
- Competitive advantage
- Recognition
- Opportunities for career growth



# EMPLOYER BENEFITS

- Increased staff competency
- Promote ongoing training/education
- Develop career ladders





# CAREER LADDERING

# REVENUE CYCLE DEPARTMENT SAMPLE

Level I Insurance Specialists have an opportunity to promote to Level II Specialists by gaining certification

- **Qualifications to become a Level II Associate**
  - Obtain and maintain CRCS certification (may not let it expire)
  - Employment at company for minimum of 1 year
  - 2+ years experience in the healthcare field
- **Benefits of being a Level II Associate**
  - Pay increase (promotion)
  - Higher expectations on productivity and QA standards
  - Assist with training
  - Participation on projects and special workgroups
  - Opportunity for promotion to a Team Lead position if available
- **Employer Contributions**
  - Provides coaching/training sessions for those interested in taking the exam
  - CRCS books are loaned to all examinees
  - Tuition reimbursement for 1<sup>st</sup> time exam is passed (renewal exams are not reimbursed, nor are National dues)
  - Access to all National AAHAM webinars for CEUs at no additional cost to the associate and paid attendance to 1 meeting per fiscal year to a MD AAHAM educational session
  - Yearly Certification Breakfast to recognize and acknowledge all certified associates





# PATIENT ACCESS DEPARTMENT SAMPLE

Patient Access Representatives Level I have an opportunity to promote to Level II Representatives by gaining certification (after achieving a full-time status)

- **Qualifications to become a Level II Associate**
  - Obtain and maintain CRCS certification (may not let it expire)
  - Employment at company for minimum of 1 year in an FTE position
  - 2+ years experience in the healthcare field
- **Benefits of being a Level II Associate**
  - Pay increase (promotion)
  - Higher expectations on QA report
  - Assist with training of new hires
  - Participation on projects and special workgroups
  - Opportunity for a Lead position promotion (Level III)
- **Employer Contributions**
  - Provides coaching/training sessions for those interested in taking the exam
  - CRCS books are loaned to all examinees
  - Paid attendance to local MD AAHAM Chapter meetings to obtain necessary CEUs
  - Paid National AAHAM membership fee to allow for keeping status as long as CEU requirements are met
  - Yearly Certification Luncheon to recognize and acknowledge all certified associates



# PATIENT ACCESS DEPARTMENT SAMPLE (CONT.)



Patient Access Representatives II to III promotion:

- **Qualifications to become a Level III Associate**
  - Maintain CRCS certification without a lapse
  - Employment at company for minimum of 3 years in an FTE position
  - 5+ years experience in the healthcare setting preferred
  - CRCP certification preferred but not required at this level
- **Benefits of being a Level III Associate**
  - Pay increase (promotion)
  - Salary change from Non-Exempt to Exempt allowing for a salary position with more flexibility in scheduling
  - Serve as Lead to various shifts
  - Participation on projects and special workgroups
  - Opportunity for promotion to Supervisor if available
- **Employer Contributions**
  - Employer will assist in getting loaner material to sit for CRCP exam
  - Certification pay will be received (bonus) if exam is passed but no additional promotion at his level for additional testing
  - Paid attendance to local MD AAHAM Chapter meetings to obtain necessary CEUs
  - Paid National membership fee to allow for keeping status as long as CEU requirements are met
  - Yearly Certification Luncheon to recognize and acknowledge all certified associates



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# MAINTAINING YOUR CERTIFICATION

# CRCE

- Must be a National member in good standing by January 31<sup>st</sup> of each calendar year (dues paid and received by office)
- Earn forty (40) hours of continuing education units (CEUs) within two years of certification date
- CEUs are submitted and recorded by the National Office within 30 days of the end of the 2 year designation period



# CRCP AND CRIP

- Must be a National member in good standing by January 31<sup>st</sup> of each calendar year (dues paid and received by office)
- Earn thirty (30) hours of continuing education units (CEUs) within two years of certification date
  - 15 of the CEUs must result from attendance at AAHAM related educational programs
- CEUs are submitted and recorded by the National Office within 30 days of the end of the 2 year designation period



# CRCS AND CCT

## OPTION 1

- Retake and pass the exam every 3 years

## OPTION 2 - CRCS

- Become a National member prior to your certification expiration date and maintain a National membership in good standing
- Earn thirty (30) hours of continuing education units (CEUs) within three years of certification date (CEUs begin to accumulate after you become a National member, not before)
  - 15 of the CEUs must result from attendance at AAHAM related educational programs

## OPTION 2 - CCT

- Become a National member prior to your certification expiration date and maintain a National membership in good standing
- Earn twenty (20) hours of continuing education units (CEUs) within three years of certification date (CEUs begin to accumulate after you become a National member, not before)
  - 10 of the CEUs must result from attendance at AAHAM related educational programs



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# NATIONAL MEMBER BENEFITS

# INDIVIDUAL BENEFITS

## Valuable Educational and Career Support

- Opportunities to strengthen and improve your knowledge and skills
- Accessible Job Bank of positions in your field
- Webinars, List serves

## Certification

- Nationally recognized certification program to give you the competitive edge in your career

## Publications

- Keep on top of the latest regulations and guidelines impacting patient accounting matters
- The Journal of Healthcare Administrative Management
- Legislative Currents
- National News
- eNewswatch



## Discount Program

- Receive discounts on products and services (examples below)

Alamo	1-800-flowers.com
Office Max	Wyndham Hotels
AFLAC	TSYS
UPS	lenovo





# CONTACT INFORMATION



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**Are you ready to become a Certified**

**3 SUPERHERO**

