



# AAHAM Certification Levels

# AAHAM Certifications

## **Certification options include:**

- Certified Revenue Cycle Executive (CRCE)
- Certified Revenue Cycle Professional (CRCP)
- Certified Revenue Integrity Professional (CRIP)
- Certified Revenue Cycle Specialist (CRCS)
- Certified Compliance Technician (CCT)

# What Level should I take?

CRCE - Senior and Executive Leaders

CRCP - Supervisors and Managers

CRCS - Revenue Cycle Team Members

CCT - Compliance Competency

CRIP - Charge Master Management

# Information about the Exams

All exams held 3 times per year

March, July, November

All exams are taken on line- require a proctor – either AAHAM certified, or other criteria

Local Chapter coordinates exam dates/proctors

CRCE, CRCP and CRCS have a test for

Institutional (I) or Professional (P)

- Institutional (I) for those who work in an institutional (hospital, health system) setting,
- and the Professional (P) for those in a professional (clinic, physician) setting.

# Certified Revenue Cycle Executive (CRCE) Certification Audience

Executive Certification Audience exam is intended for all executive/ senior leaders in the revenue cycle industry, to help equip them for strategic management of the business.

This certification possesses the highest level of difficulty combining content knowledge of the business with critical thinking and communication skills.

In the healthcare revenue cycle industry, the Executive Revenue Cycle Certification is comparable to earning a CPA or passing the bar exam.

Both designate mastery of the art of revenue cycle management, the CRCE-I for those who work in an institutional (hospital, health system) setting, and the CRCE-P for those in a professional (clinic, physician) setting.

# CRCE I/P Eligibility &

## Format

Eligibility as an AAHAM National Member, Minimum 4 years experience in healthcare related field or 2 year Associate degree

Cost- \$299 Full Exam \$50 per Retake Section

8 Hour On-Line Exam

4 Sections

- Patient Access/Front Desk,
- Billing,
- Credit Collections, and
- Revenue Cycle Management

Multiple Choice, T/F, F/B, Short Answer, Essay, Quantitative Questions

Grading-Notification within 90 days- 70% on all sections

Must pass 2 sections to qualify for re-take within 18 months of initial exam date

Maintaining Certification: National Member in good standing & 40 CEUs w/in 2 years of certification- 20 obtained from AAHAM Related Educational Programs

# EACH SECTION FORMAT

True/False.....2 points each

Multiple Choice.....5 points each

Short Answer.....15 points each

Essay.....20 points each

Quantitative.....15 points each (but may have several answers)

*Each section has a 2-hour maximum completion time.*

*The full exam has an eight hour time limit.*



# Certified Revenue Cycle Professional (CRCP) Certification Audience

This exam is intended for all supervisors and managers in the revenue cycle industry, to help equip them to effectively manage key aspects of the revenue cycle.

This certification requires in-depth knowledge of functional areas including registration (front desk), billing, credit & collections and revenue cycle management.

Although Professional Certification is not a pre-requisite for Executive level certification, it is designed as a rung on the AAHAM certification ladder to Executive certification for those interested in pursuing the next level in their career path.

# CRCP I/P Eligibility & Format

Eligibility- National AAHAM Membership, Minimum 2 years experience in healthcare related field or 2 year Associate degree

Cost- \$199 Full Exam \$50 per Retake Section

4 Hour On-Line Exam

4 Sections

- Patient Access/Front Desk , Billing, Credit Collections, Revenue Cycle Management
- Multiple Choice, True/False

Grading-Immediate Results-70% All Sections

Must pass 2 sections to qualify for re-take within 12 months of initial exam date

Maintaining Certification: National Member in good standing & 30 CEUs w/in 2 years of certification- 15 obtained from AAHAM Related Educational Programs

# Certified Revenue Cycle Specialist (CRCS) Certification Audience

This exam is intended for revenue cycle staff with responsibilities in patient access, billing, account resolution, denial management, collections, cash posting, customer service, and self-pay collections.

The exam focuses on knowledge required in revenue cycle functional areas including registration (front desk), billing, and credit & collections.

Although Specialist Certification is not a pre-requisite for Professional level certification, it is designed as a rung on the AAHAM certification ladder to the Professional certification for those interested in pursuing the next level in their career path.

# CRCS I/P Eligibility & Format

Eligibility- Membership in AAHAM encouraged, 1 Year Employment in Revenue Cycle

Cost- \$100 Full Exam \$50 per Retake Section

2 Hour On-Line Exam

3 Sections

- Patient Access/Front Desk ,
- Billing,
- Credit Collections,

Multiple Choice, Grading-Immediate Results-70% All Sections

Must pass 2 sections to qualify for re-take within 12 months of initial exam date

Maintaining Certification: Option 1- Retake and pass exam every 3 years. Option 2- National Member in good standing & 30 CEUs w/in 2 years of certification- 15 obtained from AAHAM Related Educational Programs

# Certified Compliance Technician (CCT) Certification Audience

AAHAM certification examinations require comprehensive working knowledge of patient account management as they relate to national policies and regulations that govern revenue cycle registration, billing and collection procedures.

Candidates will need to refresh and enhance their knowledge base through independent and group study programs. Coaching sessions sponsored by some local chapters are highly recommended (see [www.aaham.org](http://www.aaham.org) or contact your affiliated chapter).

AAHAM provides a downloadable study outline included in the exam fee. A comprehensive Exam Study Manual is available for purchase.

# CCT Eligibility & Format

- Eligibility The AAHAM CCT exam is available to anyone involved in compliance. AAHAM membership is not required, although it is encouraged, one year of compliance experience is recommended. Exam Frequency/Schedule The exams are held three times a year; March, July and November.
- The exam is a 90 minute online proctored exam that measures basic competencies in healthcare compliance.
- AAHAM CCT Exam Focus Areas
  - 1. Knowledge of the Office of Inspector General compliance recommendations
  - 2. The seven elements of a healthcare compliance plan
  - 3. Agencies that oversee healthcare compliance
  - 4. Non-compliance penalties

Exam Format Examinees sit the exam that covers all four focus areas. Grading is immediate upon completion of the exam.

All areas of the exam are graded together and the exam must be passed with a score of 70% or greater in order to earn the designation. If the score is less than 70%, a retake of the full exam is required.

# Certified Revenue Integrity Professional (CRIP)

The AAHAM Certified Revenue Integrity Professional exam is intended for anyone in the revenue cycle industry to help ensure that facilities effectively manage their charge master, and bill and document appropriately for all services rendered to a patient.

This certification requires an in-depth, working knowledge of various revenue cycle areas and proper skill sets needed to increase revenue and reimbursement for facilities. It also ensures that proper charging takes place to maintain compliance within the insurance payer programs.

# Eligibility & Format- CRIP

Eligibility- National AAHAM Member

Cost- \$199 Retakes \$50 per section

The AAHAM CRIP exam is only available to national AAHAM members, in good standing.

Candidates must have a minimum of either two years of healthcare experience or a two-year college or university associate's degree

The four hour online, proctored AAHAM CRIP exam contains 250 multiple choice and true/false questions. A score of 70% must be achieved on each section of the exam to pass.

The exams are held four times a year; February, May, August and November. The exam is comprised of four sections:

1. Overall Review of Charge Capture
2. Ancillary Services
3. Surgical Services and Procedures
4. Recurring Outpatients and Clinical Services

Maintaining Certification -Maintaining Certification: National Member in good standing & 30 CEUs w/in 2 years of certification- 15 obtained from AAHAM Related Educational Programs



# CERTIFICATION STUDY TIPS>>>>>>>

Purchase the Study Materials- Ensure that you have a copy of the Study Manual.

They are available for purchase online at [www.aaham.org](http://www.aaham.org) under Certification.

Purchase a Practice Exam and watch the Webinars that are offered.

Create a study plan – it will help you to gauge the effectiveness of your studying.

Take time to read through the study guide.

There are items in the guide that you may find need to be explored further through your own research. If you are researching on your own, ensure that your sources are creditable.

Highlight/Underline and Tag key concepts to reference back to & tag/flag items that you need to further study).

# ✓ Make Flash Cards and Study

Find out how you learn best and then follow these steps for success:

- Auditory – Find a partner to quiz you, quiz yourself, or use a software application
- Kinesthetic – Write notes as you study and take notes from your highlighted study manual.
- Visual – Make flash cards for each key concept

Going through the concepts is important the final week before the exam. Flashcards are an easy way to review all sections

# ➤ Practicing Formulas

Practicing Formulas by typing them to simulate the test format.

This way you can get partial credit for correct portions of your answer.

## ➤ Additional Study Tips

Make daily study a priority - Avoid cramming

Spend more time on your weak areas

Pick a time to study when you are most alert (research shows that the morning and early evening are best)

Stick to the study schedule

Keep breaks short (3-5 minutes is adequate)

Study one topic at a time

The next day review what you learned the day before

Make outlines and map out what you have learned and develop questions from your outline

Reading out loud helps reinforce the material

Tape record important items you want to remember (or have difficulty remembering) and listen to them to and from work

## ❖ Preparing for Test Day

Get a good nights sleep

Eat a light, healthy breakfast

During the test, take the time to read each question carefully (especially true/false and multiple choice)

Take a deep breath, relax and do your best!

# Certification Benefits

- Individual
  - Increased Earnings Potential
  - Competitive Advantage
  - Recognition-Opportunities for Growth
- Employer
  - Increased Competency of Staff
  - Promote Ongoing Training/Education
  - Develop Career Ladders

# Additional Resources

- [WWW.AAHAM.org/Certification](http://WWW.AAHAM.org/Certification)
  - Information on why to earn an AAHAM Certification
  - FAQ's
  - A link to each level and under each – information on eligibility, Cost, study guides, practices exams, and online and printable applications.
  - PDF Brochure for each level of certification
  - Certification testing schedule and deadlines for year
  - Recertification
  - Webinar information