



# 2018 AAHAM Certified Compliance Technician

## Information & Applications



**F**or over forty years, AAHAM's elite certification examinations have set the standard of excellence in patient financial services and the revenue cycle. AAHAM certifications are an investment in your personal growth and your professional future.

Earning an AAHAM certification demonstrates:

- Commitment – to your profession and your ongoing career development
- Expertise – that you possess the knowledge to meet the industry's highest standards and the capacity to pass a rigorous certification examination
- Professionalism – in your pursuit of excellence to the quality of service in your career and in the healthcare industry.

AAHAM certification gives you a powerful competitive advantage with prospective and current employers:

- Improve your earning potential
- Gain recognition and access to the positions and promotions you seek and deserve
- Build a network of connections in the influential group that shares your designation
- Continue to expand your skills and expertise through your commitment to continuing education

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## Preparing for the Exam

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. Hands-on experience is not sufficient; 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.

*“Due to its recognition throughout our industry, AAHAM Certification is the first giant career step upwards in healthcare.”*

-Bernard W. Lane, Jr., CRCE

## About the AAHAM CCT Exam

The AAHAM CCT exam is intended to meet employers' annual compliance training requirements and to support individuals with professional compliance responsibilities.

### Exam Overview

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.

### Exam Retakes

Failed exams can be retaken as soon as the next exam cycle.

### Exam Refunds and Postponements

AAHAM CCT applications are non-refundable, and non-transferable. There are no postponements allowed.

### Re-Certification

To retain the AAHAM CCT certification designation, two options are available:

- Option One - Retake and pass the entire exam every three years.
- Option Two - Join as a national member within the calendar year you become certified in and earn continuing education units (CEUs). Members must be in good standing by January 31 of each year and earn and report thirty hours of CEUs within the three calendar years following certification. Fifteen of the CEUs must be obtained from attendance at AAHAM related educational programs. If membership and CEUs are not maintained, the designation will be revoked and can no longer be used.

### 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.

## 2018 AAHAM Certification Calendar

**December 15, 2017**  
Registration deadline for  
March 2018 Exam Period

**March 12-23, 2018**  
March 2018 Exam Period

**April 18, 2018**  
Registration deadline for  
July 2018 Exam Period

**July 9-20, 2018**  
July 2018 Exam Period

**August 15, 2018**  
Registration deadline for  
November 2018 Exam Period

**November 5-16, 2018**  
November 2018 Exam Period

**December 19, 2018**  
Registration deadline for  
March 2019 Exam Period

## *AAHAM Certified Compliance Technician Frequently Asked Questions*

**Q:** What are the benefits of obtaining a AAHAM CCT certification?

**A:** Your AAHAM CCT Certification can be used towards satisfying The Centers for Medicare & Medicaid (CMS), The Joint Commission (TJC) and Det Norske Veritas (DNV) Requirements. The AAHAM CCT Certification helps keep you in pace with the quickly changing regulatory requirements faced in our industry today. Certification also provides you with industry recognition, personal challenge and satisfaction, national recognition, professional development, individual enrichment, employer awareness, and advancement opportunity. Certification demonstrates your proficiency and a commitment to your profession. It provides

**Q:** What is the AAHAM CCT Technical Certification?

**A:** Compliance certification tests the proficiency of staff involved in healthcare compliance and helps to prepare them for the governmental regulations we face today and to prepare for upcoming changes.

**Q:** Who is eligible?

**A:** The AAHAM CCT exam is available to anyone involved in healthcare compliance. Membership in AAHAM is not a requirement, although it is encouraged. One-year employment in healthcare compliance is recommended to successfully complete the exam.

**Q:** What does the AAHAM CCT exam cover and how much time do I have?

**A:** The examination covers four 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 and 4. Non-compliance penalties. Each exam focus area is comprised of 80 questions. An examinee has 90 minutes to complete a full exam.

**Q:** Can I cancel my test date?

**A:** There are no postponements or refunds. Exam fees are non-transferable.

**Q:** When will examinees be notified if they have passed the exam?

**A:** Examinees will be notified immediately upon completion of the exam if they have passed or failed the exam. To pass the exam you must score a minimum of 70% correct on all four areas of the examination. Certificates will be mailed to Chapter Certification Chairs by the end of the month following the exam for presentation to passing examinees.

**Q:** When are the AAHAM CCT exams given?

**A:** The Technical exams are offered three times a year typically during the 2nd and 4th weeks of March, July, and November (exact dates, times and locations will be determined and communicated to you by your local chapter).

**Q:** How much does it cost for the AAHAM CCT Exam?

**A:** The cost for the AAHAM CCT exam is \$100.

**Q:** What study materials are available for the AAHAM CCT exam?

**A:** AAHAM offers a Exam Study Manual for \$99.00. The Study Manual is the only study manual written by AAHAM for AAHAM exams, specifically to assist you in studying for AAHAM's certification programs. The manual has a wealth of helpful information for those studying for the technical exams. The manual's chapters correspond to each focus area of the exams, with material targeted and geared towards exam questions. It features knowledge checks (practice questions) along the way to help you gauge your progress. AAHAM includes a study outline in the exam fee. Download instructions for the outline will be emailed approximately 6-7 weeks prior to the beginning of the exam period.

**Q:** How do I determine which chapter I am a part of?

**A:** You can download the Chapter Certification Chair directory from our website. Your local chapter would be the one in your state or in closest geographical area.

**Q:** Is there an application deadline?

**A:** All applications must be received by the AAHAM National Office by December 15, 2017 for the March 2018 examination, April 18, 2018 for the July 2018 examination, August 15, 2018 for the November 2018 examination.

**Q:** Once I have sent my application, how will I be notified of when and where to take my test?

**A:** You will be notified by your local Chapter Certification Chair, with the name of your proctor, date, time, and exam location. You will receive your exam confirmation email, with the Study Outline download instructions, 6-7 weeks prior to the scheduled exam period.

**Q:** By what method do you take the exam?

**A:** The examination is given exclusively online in a proctored environment.

**Q:** Can I cancel my test date?

**A:** There are no refunds or postponements. Exam fees are non-transferable.

**Q:** When will examinees be notified if they have passed the exam?

**A:** Examinees will know immediately if they have passed or failed the exam after they finish taking their exam. A passing examinee must have at least 70% correct on the AAHAM CCT examination.

**Q:** Once you are AAHAM CCT certified, what is the process for re-certification?

**A:** To retain the AAHAM CCT certification, there are two options available. One option is to retake and pass the entire exam every three years. The other option is to join AAHAM as a national member within the calendar year you become certified in and earn continuing education units (CEUs). Members must be in good standing by January 31 of each year and earn and report thirty hours of CEUs within the three calendar years following certification. Fifteen of the CEUs must be obtained from attendance at AAHAM related educational programs. If membership and CEUs are not maintained, the certification designation will be revoked and can no longer be used.



**Certified Compliance Technician (CCT) Exam Application & Study Materials Order Form**

**Please Return to:**  
 AAHAM Certification Department  
 11240 Waples Mill Road, Suite 200  
 Fairfax, VA 22030  
 Fax: 703.359.7562  
 Tax ID#23-1899873

Name - <i>Print name as it should appear on certificate. (First, Middle Initial, Last)</i>		Title	
Employer Name		Email Address * <i>required to process application</i>	
Address			
City	State	Zip	Country
Phone	Cell	Local Chapter	AAHAM Member ID

**Please complete this ONLY if you are applying to take the exam**

Please list your current or last employer

Your current title

**I hereby declare that the statements contained in this application are true and correct to the best of my knowledge.**

(Applicant's initials)

**REGISTRATION DEADLINE:** Your application must be received by the AAHAM National Office by:

- December 15, 2017 for the March 2018 Exam**
- April 18, 2018 for the July 2018 Exam**
- August 15, 2018 for the November 2018 Exam**
- December 19, 2018 for the March 2019 Exam**

*If the registration deadline falls on a weekend or holiday, the deadline will move to the next business day.*

An exam confirmation and the information to download your study outline will be emailed to you 6-7 weeks prior to the start of the exam period. You will be contacted by your certification chair regarding the time, date and location of your exam.

The study outline is included with your exam fee. If you would like to order the Exam Study Manual or Coaching Kit, you may do so with this form or order online as well.

QUESTIONS? Call the National Office at 703.281.4043 x 2 or email [certification@aaaham.org](mailto:certification@aaaham.org).

This is an interactive PDF, make sure to save the completed file before you submit the application.

Please keep a copy of this application for your records.

[Online Exam Registration](#)

[Online Study Materials Order Form](#)

**Upcoming Exam Schedule, Registration Fees and Study Materials**

Preferred exam month:

- March 2018  July 2018  November 2018

If this is a retake, when did you originally sit for the exam? \_\_\_\_\_ (month/year)

**Exam Fees:**

- Full Exam — \$100

**Study Materials**

- |  |              |
|--|--------------|
| <input type="checkbox"/> AAHAM CCT Study Manual - \$99 X quantity _____:                   | Total: _____ |
| <input type="checkbox"/> Buy 6 CCT Exam Study Manuals for the price of 5 - \$495           | Total: _____ |
| <input type="checkbox"/> CCT Exam Coaching Kit - Member Rate - \$249 X quantity _____:     | Total: _____ |
| <input type="checkbox"/> CCT Exam Coaching Kit - Non-Member Rate - \$349 X quantity _____: | Total: _____ |

**Payment Method:**

- Check/Money Order (Make Payable to AAHAM)  
 Amex  Visa  MasterCard

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV2 Code \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Signature \_\_\_\_\_

Billing address for credit card: \_\_\_\_\_

**PAYMENT TOTAL:** \_\_\_\_\_

**Please Note: Application fees are non-transferable and non-refundable. There are no postponements allowed.**

**Do something today that your future self will thank you for.**  
 #AAHAMAlwaysInvestInYourself  
 #AAHAMRaisetheLevel



## 2018 National Membership Application

**Please Return to:**

AAHAM Membership Department  
11240 Waples Mill Road, Suite 200  
Fairfax, VA 22030  
Fax: 703.359.7562  
Email: [info@aaham.org](mailto:info@aaham.org)

Name \_\_\_\_\_ Title \_\_\_\_\_

Employer Name \_\_\_\_\_ Email Address \_\_\_\_\_

Address  Work \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_ Local Chapter \_\_\_\_\_

Address  Home \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

**Membership Categories and Rates**

\* Local chapter dues may vary

**NATIONAL MEMBERSHIP** - The fee to become a National AAHAM member is \$209. If you join between July 1st and August 31st, the dues are \$160 for the rest of the current year. If you join between September 1st and December 31st, the fee is \$250 for the rest of the current year and all of the following year.

**FULL TIME STUDENT MEMBERSHIP** - Students taking at least 12 credit hours per semester can join for free. You must submit proof of your full time status with this application. Student members receive the benefits of membership with the exception of voting, eligibility for professional or executive levels of certification, and cannot be a proxy for a chapter president at any national board meetings.

**PART TIME STUDENT MEMBERSHIP** - The part time student membership fee is \$50. If you join between July 1st and August 31st, the dues are \$35 for the rest of the calendar year. If you join between, September 1st and December 31st, dues are \$65 for the rest of the current year and all of the following year. **To qualify for the part time student membership you must currently be taking between 6-11 credit hours per semester and submit proof with this application.** Student members receive all the benefits of membership with the exception of voting, eligibility for executive and professional certification, and cannot be a proxy for a chapter president at any national board meetings.

**Retired Membership** - The fee for retired members is \$50. To qualify for retired membership, an individual must be a National AAHAM member who has retired from healthcare. Retired members receive all benefits of membership with the exception of voting. To see if you qualify as a retired member, please contact that National Office.

If you are applying as a **Full Time Student Member**, please [click here to join online or download the correct membership application.](#)

**Do something today that your future self will thank you for.**

Join the thousands of other revenue cycle professionals that utilize the AAHAM network of peers to get answers to their questions and to strengthen their careers.

#AAHAMAlwaysInvestinYourself  
#AAHAMRaisetheLevel

Please allow two weeks for processing after your application is received at the national office. Dues are not tax deductible as a charitable contribution, but may be as a business expense. Approximately 4% of your annual dues are used for lobbying activities and are non-deductible.

Please note: AAHAM's membership year is from January to December, it is not anniversary based. Membership is on an individual, not institutional, basis and is non-transferable.

**How did you hear about AAHAM?**

Colleague  Publication  Website  LinkedIn

If referred by AAHAM member, please give their name:

**Payment Method:**

Check/Money Order (Make Payable to AAHAM)  
 Amex  Visa  MasterCard  
Card Number: \_\_\_\_\_

Exp: \_\_\_\_\_ CVV2 Code: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address for Credit Card:  
\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT TOTAL**

NATIONAL DUES: \_\_\_\_\_

LOCAL DUES: \_\_\_\_\_

TOTAL ENCLOSED: \_\_\_\_\_



## 2018 Full Time Student Membership Application

**Please Return to:**

AAHAM Membership Department  
 11240 Waples Mill Road, Suite 200  
 Fairfax, VA 22030  
 Fax: 703.359.7562  
 Email: [info@aaHAM.org](mailto:info@aaHAM.org)

Name \_\_\_\_\_ Title \_\_\_\_\_

University Name \_\_\_\_\_ Email Address \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone (Cell) \_\_\_\_\_ Major \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_ Hours Taken This Semester \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

**Membership Categories and Rates**

\* Local chapter dues may vary

**NATIONAL MEMBERSHIP** - The fee to become a National AAHAM member is \$209. If you join between July 1st and August 31st, the dues are \$160 for the rest of the current year. If you join between September 1st and December 31st, the fee is \$250 for the rest of the current year and all of the following year.

**FULL TIME STUDENT MEMBERSHIP - Students taking at least 12 credit hours per semester can join for free.** You must submit proof of your full time status with this application. Student members receive the benefits of membership with the exception of voting, eligibility for professional or executive levels of certification, and cannot be a proxy for a chapter president at any national board meetings.

**PART TIME STUDENT MEMBERSHIP** - The part time student membership fee is \$50. If you join between July 1st and August 31st, the dues are \$35 for the rest of the calendar year. If you join between, September 1st and December 31st, dues are \$65 for the rest of the current year and all of the following year. **To qualify for the part time student membership you must currently be taking between 6-11 credit hours per semester and submit proof with this application.** Student members receive all the benefits of membership with the exception of voting, eligibility for executive and professional certification, and cannot be a proxy for a chapter president at any national board meetings.

**Retired Membership** - The fee for retired members is \$50. To qualify for retired membership, an individual must be a National AAHAM member who has retired from healthcare. Retired members receive all benefits of membership with the exception of voting. To see if you qualify as a retired member, please contact that National Office.

If you are applying at any of the other membership levels, please [click here to join online or download the correct membership application.](#)

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Please allow two weeks for processing after your application is received at the national office. Dues are not tax deductible as a charitable contribution, but may be as a business expense. Approximately 4% of your annual dues are used for lobbying activities and are non-deductible.

Please note: AAHAM's membership year is from January to December, it is not anniversary based. Membership is on an individual, not institutional, basis and is non-transferable.

**How did you hear about AAHAM?**

Colleague  Publication  Website  LinkedIn

If referred by AAHAM member, please give their name:

**Acceptable forms of proof of student status are:**

- Current class schedule
- A signed statement for student faculty on college letterhead stating you are enrolled as a full time student. Please make sure to include email/phone number of professor signing the statement.

**Local Chapter Membership:**

AAHAM has over 30 local chapters throughout the US and India. Local chapters offer you more opportunities for education and networking, and offer both in person and webinar educational opportunities. In addition, local chapters offer a great opportunity to obtain an industry leading healthcare certification which provides exceptional value to students when seeking employment in the healthcare field.

Upon receiving your full time student membership application, your local chapter will contact you to notify you of how to become involved in your local professional chapter.





## Local Chapters

AAHAM has over 30 chapters throughout the US and India. Local chapters offer you more opportunities for education and networking. Local chapters offer you more opportunities for education and networking, and offer both in person and webinar educational opportunities. In addition, local chapters offer a great opportunity to obtain an industry leading healthcare certification which provides exceptional value to students when seeking employment in the healthcare field. Please see the listing of local chapters below to help you decide which chapter you should belong to along with your national membership.

Name of Chapter	Geographic Location	Chapter Dues
Nebraska Aksarben #01	Nebraska	\$0.00
Florida Sunshine #03	Florida	\$40.00
Carolina #04	North & South Carolina	\$30.00
Washington Evergreen #05	Washington State, West of the Mountains	\$30.00
Minnesota Gopher #06	Minnesota	\$40.00
Iowa Hawkeye #07	Iowa	\$0.00
Missouri Hawthorn #08	Missouri	\$45.00
Illinois #09	Illinois	\$30.00
Washington Inland Empire #10	Washington State, East of the Mountains	\$25.00
Pennsylvania Keystone #11	Central Pennsylvania	\$25.00
Maryland #13	Maryland	\$25.00
Utah Mountain West #14	Utah	\$30.00
New Jersey #16	New Jersey	\$40.00
Ohio Western Reserve #18	Ohio	\$0.00
Northeast PA #19	North East Pennsylvania	\$30.00
Colorado Rocky Mountain #21	Colorado	\$20.00
Maine Pine Tree #22	Maine	\$25.00
North/South Dakota Rushmore #23	North & South Dakota	\$0.00
Western Region #26	Arizona and California	\$0.00
Virginia #27	Virginia	\$30.00
Philadelphia #29	Philadelphia, Pennsylvania	\$35.00
New York Mid-York #31	New York	\$30.00
Georgia #33	Georgia	\$30.00
Connecticut #34	Connecticut	\$35.00
Pennsylvania Three Rivers #37	Pittsburgh, Pennsylvania	\$50.00
Texas Bluebonnet #40	Texas	\$50.00
Indiana #42	Indiana	\$25.00
Wisconsin #44	Wisconsin	\$25.00
Chennai #49	Chennai, India	\$0.00
Tennessee Music City #53	Tennessee	\$35.00
Vermont & New Hampshire	Vermont & New Hampshire	\$25.00
Twin States #56		
Massachusetts #57	Massachusetts	\$85.00

Please Check the Appropriate Codes in Each Category Below

Years in Healthcare:

0 -5  6 -10  11 -20  21 -25  25+

Certification:

CHAM (NAHAM)  CHFP (HFMA)  
 FHFMA (HFMA)  CHCS (ACA)  
 Other (please list)

Employer Type:

Billing  
 Collection Agency  
 Consulting  
 Law Firm  
 Outsourcing  
 Provider  
 Software/IT  
 Vendor/Corporate Partner  
 Other (please list)

Position:

CFO  
 Consultant  
 Director  
 Executive Director  
 Vice President  
 Manager  
 Patient Access Representative  
 Partner, Principal, Owner  
 PFS Representative  
 Supervisor/Coordinator  
 Other (please list)

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## AAHAM MISSION STATEMENT

*To Provide Education, Certification,  
Networking, and Advocacy for  
Healthcare Revenue Cycle Professionals*



*Providing Excellence in the Business of Healthcare*