



**2017**

**AAHAM  
Certified Revenue  
Integrity Professional**



**Information  
& Applications**

**F**or over 40 years, AAHAM certifications have become the standard and defined new levels of professionalism in healthcare administrative management and patient financial services. Certification is an investment in your personal growth and your professional future.

Earning an AAHAM certification demonstrates your:

- 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:

- 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

## Professional Certification

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.

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

### AAHAM CRIP Eligibility:

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.

## Benefits of AAHAM certification

For 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

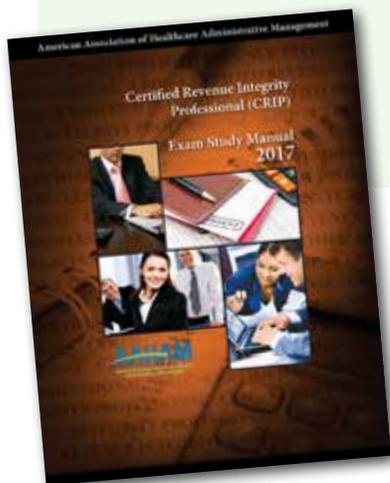
AAHAM certification gives you a powerful competitive advantage with current and prospective employers:

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

## AAHAM CRIP Study Manual

AAHAM CRIP certification can give you a powerful competitive advantage with employers. The CRIP certification demonstrate that you have mastered the common body of knowledge for your profession. AAHAM Study Manuals will help assist you in preparing for the AAHAM certification program. These manuals are the gateway to studying for and passing these exam. The manual includes review questions and study tips.

Log on to [www.aaham.org](http://www.aaham.org) for more information and to order your AAHAM CRIP Exam Study Manual today!



## 2017 AAHAM Certification Calendar

**December 15, 2016**

Registration deadline for March 2017 Exam Period

**March 13-24, 2017**

Certification exam period

**April 17, 2017**

Registration deadline for July 2017 Exam Period

**July 10-21, 2017**

Certification exam period

**August 15, 2017**

Registration deadline for November 2017 Exam Period

**November 6-17, 2017**

Certification exam period

**December 15, 2017**

Registration deadline for March 2018 Exam Period

## FAQs AAHAM Certified Revenue Integrity Professional

**Q:** What are the benefits of obtaining Professional level AAHAM certification?

**A:** The Revenue Integrity Professional Certification validates the knowledge and skills possessed by competent mid-level revenue integrity professional. This certification is for the individual who desires confirmation and recognition of their expertise and/or for those who aspire to the executive level certification.

**Q:** What is the Revenue Integrity Professional certification?

**A:** The AAHAM Certified Revenue Integrity Professional is an online proctored four hour exam covering focused revenue integrity subject matter that includes Overall Review of Charge Capture, Ancillary Services, Surgical Services and Procedures, and Recurring Outpatient and Clinical Services. The exam is comprised of multiple-choice and true/false questions.

**Q:** Who is eligible?

**A:** AAHAM CRIP exams are 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.

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

**A:** Each examination is four sections. The sections include Overall Review of Charge Capture, Ancillary Services, Surgical Services and Procedures, Recurring Outpatient and Clinical Services. An examinee is given four hours to complete a full exam two hours for two section retakes, and one hour for one section retake.

**Q:** When is the exam offered?

**A:** The exam is offered three times a year typically between 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?

**A:** The cost of taking a full exam is \$199. Section re-takes cost \$50 each.

**Q:** What study materials are available?

**A:** AAHAM includes a Study Outline in your exam fee. AAHAM also offers a Exam Study Manual for purchase. The manual is written by AAHAM specifically for AAHAM exams, designed to assist you in studying for the AAHAM CRIP certification. The manual has a wealth of helpful information for those studying for the exams. The manual's chapters correspond to each section of the exams, with material targeted and geared toward exam questions. It features knowledge checks (practice questions) along the way to help you gauge your progress. Local AAHAM chapters offer training opportunities as well. For more information, visit the online Chapter Certification Chair directory and contact your local chapter to find out what options they have available to help you prepare for your upcoming exam.

**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, 2016 for the March 2017 examination, April 17, 2017 for the July 2017 examination, August 17, 2017 for the November 2017 examination.

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

**A:** You will be notified by your Chapter Certification Chairperson of the date, time and place you will be sitting for your exam. You will also receive an emailed exam confirmation approximately two weeks after the application deadline.

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

**A:** The examination is proctored and given online. It is a four hour exam one hour per section.

Q: What if I don't pass all of the sections?

A: You will need to pass a minimum of two of the four exam sections in order to have the opportunity to retake the missed sections. If you do not pass at least two sections you will have to retake the entire exam. Retakes on the final section(s) must be taken and passed within twelve months of your original test date. Otherwise, you will have to retake the entire 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 sections 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: Once you are certified, what is the process for recertification?

A: To retain certification, the member must adhere to the following requirements:

- 1: Must be a member in good standing by January 31<sup>st</sup> of each calendar year. (Dues paid and recorded by the National Office.)
- 2: Must have attained and forwarded thirty hours of continuing education units (CEUs) to the National Office within the two calendar years following certification. Fifteen of these units must be from attendance at AAHAM related educational programs. If terminated, members will be required to retake the entire examination to become re-certified.

*“The University of Pennsylvania Health System (UPHS) began a voluntary CRCS-I/ CRCS-P certification program to support staff level persons working as part of the revenue cycle. UPHS pays for any candidate to take the test up to three times. The program is very popular with staff, which recognizes the investment that UPHS is making in their personal development. The Patient Accounting Department now offers a reward for passing the exam, paid out annually each year on the individual's certification anniversary for as long as they maintain their certification.”*

- Thomas McCormick, CRCE-I, UPHS

# AAHAM CRIP Exam Application Form

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
*Print name as it should appear on certificate. (First, MI, Last)*

Employer's Name: \_\_\_\_\_  
*Please be sure to include your company/hospital name.*

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_  
*\*Email is required to process application.*

National Member ID: \_\_\_\_\_

Local Chapter Name: \_\_\_\_\_

Chapter Certification Chair: \_\_\_\_\_

Would you like your facility to be notified if you are awarded a certification?  Yes  No

Name & Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_

*Please list your last three employers:*

1. Your Current Title: \_\_\_\_\_

Business Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

2. Your Title: \_\_\_\_\_

Business Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

3. Your Title: \_\_\_\_\_

Business Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

*The CRIP exams are only available to AAHAM members in good standing.*

**Select exam:**

Preferred exam date:  March  July  
 November

If this is a retake, when did you originally sit for the exam? \_\_\_\_\_

*Please note:* If it has been more than 12 months since you originally sat for the CRIP exam, you must retake the entire exam.

If this is a retake, which section(s) are you taking?

Section:  1  2  3  4

Education Credits Being Claimed (if any) Year(s) \_\_\_\_\_

*(A candidate claiming credit for education must attach a certified statement of graduation from a college or university, or a transcript of credits if not graduated.)*

## SUBMITTING YOUR APPLICATION:

**Mail application with check or money order to:**

AAHAM National Office  
11240 Waples Mill Road, Suite 200  
Fairfax, VA 22030

**Fax:** 703.359.7562

**FEES:** \$199.00 for the full exam  
\$50.00 for each section retake  
\$160.00 for the dual certification exam

**Make checks payable to: AAHAM - Tax ID#23-1899873**

**Payment by Visa, MasterCard or AMEX is accepted online at: [www.aaham.org](http://www.aaham.org)**

**For Credit Card Payment:**  AMEX  VISA  MASTERCARD

Account Number: \_\_\_\_\_ CVV2\*: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Ex. Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Application fees are non-transferable and non-refundable.**

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

**December 15, 2016 for March 2017 Exam**  
**April 17, 2017 for July 2017 Exam**  
**August 15, 2017 for November 2017 Exam**

You will receive a confirmation email from the AAHAM National Office indicating your application's acceptance. You will be contacted by your Chapter Certification Chair regarding the time date and location of your exam.

**QUESTIONS?** Call the National Office at 703.281.4043, ext. 215  
**Please keep a copy of this application for your records.**

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

\_\_\_\_\_  
*Signature of Applicant*

\* The CVV2 Number ("Card Verification Value") on your credit card or debit card is a 3 digit number on VISA®, MasterCard® and Discover® branded credit and debit cards. On your American Express® branded credit or debit card it is a 4 digit numeric code.

# AAHAM CRIP Study Manual

CRIP certification demonstrates that you have mastered the common body of knowledge for your profession. The CRIP Exam Study Manual will help assist you in preparing for the CRIP exams. This is written by AAHAM, for AAHAM's own certification programs. This manual is the gateway to studying for and passing the Professional exams. It includes chapter review questions and study tips.

**Log on to [www.aaham.org](http://www.aaham.org) for more information and to order you Exam Study Manual Today!**

- Member Price \$199     Non-Member Price \$299
- Enclosed is my check. Please make payable to AAHAM.
- Please charge my credit card:     AMEX     MasterCard     VISA

Card Number: \_\_\_\_\_ CVV2\*: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

### MAILING ADDRESS

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

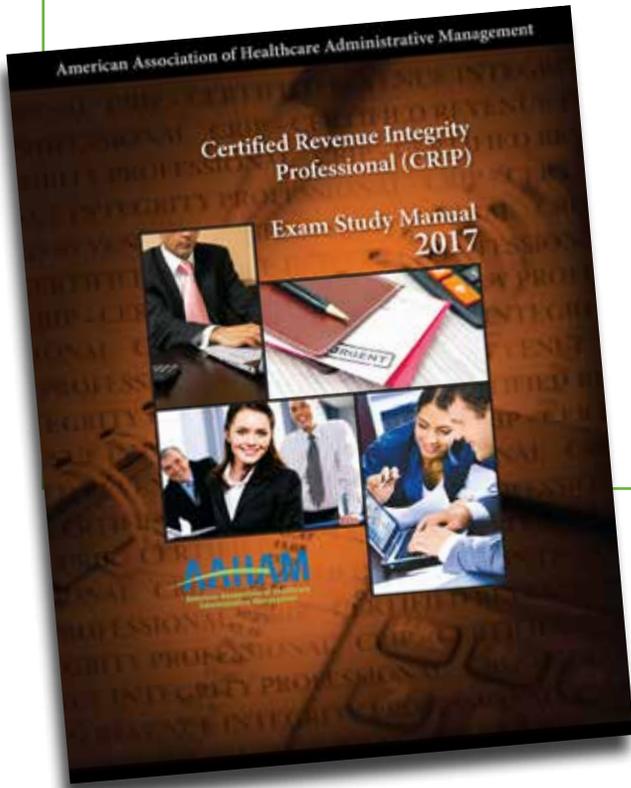
Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Email, fax or mail this registration form along with your payment to:*

### AAHAM CRIP Study Manual

11240 Waples Mill Road Suite 200, Fairfax VA 22030  
Fax: 703.359.7562    Email: [Moayad@aaaham.org](mailto:Moayad@aaaham.org)  
Questions? Please call 703.281.4043 x 202



\* The CVV2 Number ("Card Verification Value") on your credit card or debit card is a 3 digit number on VISA®, MasterCard® and Discover® branded credit and debit cards. On your American Express® branded credit or debit card it is a 4 digit numeric code.



## 2017 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 \$199. If you join between July 1st and August 31st, the dues are \$155 for the rest of the current year. If you join between September 1st and December 31st, the fee is \$240 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 use the Full Time Student Membership Application. You may also join online at [www.aaham.org/membership.aspx](http://www.aaham.org/membership.aspx)

**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 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 Credi Card: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Payment Total

National Dues: \_\_\_\_\_

Local Dues: \_\_\_\_\_

Total Enclosed: \_\_\_\_\_



## 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	\$80.00

**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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**Please Return to:**  
AAHAM Membership Department  
11240 Waples Mill Road, Suite 200  
Fairfax, VA 22030  
Fax: 703.359.7562  
Email: info@aaham.org

## 2017 Full Time Student Membership Application

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

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**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 use the National Membership Application. You may also join online at [www.aaham.org/membership.aspx](http://www.aaham.org/membership.aspx)

### 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.

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#AAHAMRaiseTheLevel

### 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:

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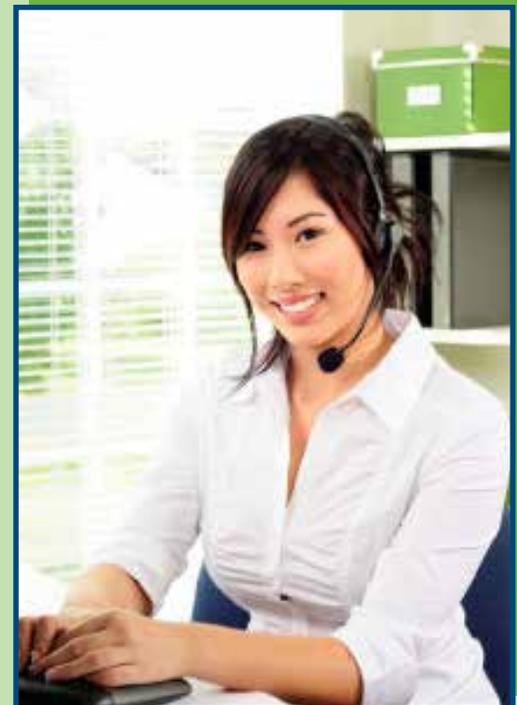
Upon receiving your full time student membership application, your local chapter will contact you to notify you of how to become involved in your local professional chapter.

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 basis and is non-transferable.

## AAHAM MISSION STATEMENT

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



*Providing Excellence in the Business of Healthcare*