AAHAM

American Association of Healthcare Administrative Management

The Premier Organization for Revenue Cycle Professionals

2022
AAHAM
Certified Compliance Technician

Information & Applications

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

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 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.

Exam Application

Applications can be submitted online at https://www.aaham.org/Certification.aspx.

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

- Steven Markesich, 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 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 offered on a monthly basis.

2022 AAHAM Certification Calendar

January 17-21, 2022
January 2022 exams

February 21-25, 2022
February 2022 exams

March 21-25, 2022
March 2022 exams

April 18-22, 2022
April 2022 exams

May 16-20, 2022
May 2022 exams

June 20-24, 2022
June 2022 exams

July 25-29, 2022
July 2022 exams

August 22-26, 2022
August 2022 exams

September 19-23, 2022
September 2022 exams

October 17-21, 2022
October 2022 exams

November 14-18, 2022
November 2022 exams

December 12-16, 2022
December 2022 exams

AAHAM Certified Compliance Technician Frequently Asked Questions

Q: What are the benefits of obtaining an AAHAM Certified Compliance Technician (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.

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.

    You have 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 I be notified if they have passed the exam?
A: You 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.

Q: When are the AAHAM CCT exams given?
A: The exams are offered on a monthly basis, please visit https://www.aaham.org/Certification.aspx for the current exam calendar.

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

A: The cost of the AAHAM CCT exam is $100.

Q: What study materials are available for the AAHAM CCT exam?
A: AAHAM offers an Exam Study Manual for $99.

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.

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 the closest geographical area.

Q: Is there an application deadline?
A: All applications must be received by the AAHAM National Office at least 30 days prior to your exam date.

Q: By what method do I take the exam?
A: The exams are given 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 I be notified if I have passed the exam?
A: You will know immediately if you have passed or failed the exam after they finish taking their exam. You must have at least 70% correct on the AAHAM CCT examination.

Q: Once I am 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.

AAHAM MISSION STATEMENT

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

AAHAM

American Association of Healthcare Administrative Management

The Premier Organization for Revenue Cycle Professionals

Providing Excellence in the Business of Healthcare