



AAHAM

American Association of Healthcare
Administrative Management

*The Premier Organization for
Revenue Cycle Professionals*



AAHAM CCT

Certified Compliance Technician



AAHAM... Providing Excellence in the Business of Healthcare

For over 40 years, AAHAM certifications have set the standard of excellence in financial services and the entire revenue cycle. AAHAM certification gives you a powerful competitive advantage with current and prospective employers.

Certified members are able to:

- 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

Table of Contents

Preparing for the exam	2
AAHAM CCT exam information	3
AAHAM CCT exam Frequently Asked Questions	4

Preparing for the Exams

AAHAM certification examinations require hands-on working knowledge of patient account management as it relates to national governmental regulations and policies that govern revenue cycle registration, billing and collection procedures. Working experience is not sufficient; candidates will need to enhance and refresh their knowledge through independent and group study programs.

CCT Study Manual

AAHAM offers a comprehensive CCT exam study manual covering all of the information you need to pass the exam. A digital version CCT study manual is included for **FREE** in the exam registration fee. A print version of the manual is also available to purchase for \$99 for those who prefer a hard-copy format. The manual is written specifically for AAHAM exam, to assist you in studying for the AAHAM CCT certification. The manual contains 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 gauge your progress.

CCT on-demand Training Webinar

A CCT training webinar is available for **FREE** on-demand at <https://www.aaham.org/InfoHub/Webinars.aspx>. The webinars provide training directly from AAHAM's subject matter experts, and are a great supplemental resource to the study manual. Statistically, those who have participated in our webinars have a higher exam pass rate than those who did not.

“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 for 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 thirty days after the original exam date.

Exam Refunds and Postponements

CCT applications are non-refundable. One exam postponement is allowed, the exam must be taken within one year of registering.

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 twenty hours of CEUs within the three calendar years following certification. Ten 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 CCT exams are offered on weekdays throughout the year, and on the second Saturday of each month. Applications to take an exam are due in to the AAHAM office at least 30 days prior to the scheduled exam date.

Apply online at <https://www.aaham.org/Certification.aspx>

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: One exam postponement is allowed, the exam must be taken within one year of registering. Exam fees are not refundable or 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 weekdays throughout the year, and on the second Saturday of each month.

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 a comprehensive CCT exam study manual covering all of the information you need to pass the exam. A digital version CCT study manual is included for FREE in the exam registration fee. A print version of the manual is also available to purchase for \$99 those who prefer a hard-copy format. CCT training webinars are available for FREE at: <https://www.aaham.org/InfoHub/Webinars.aspx>.

Your local chapter may offer study groups or training as well.

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

A: You can access the AAHAM chapter directory on 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 examination is delivered online in a proctored environment. The exam can be taken remotely online via ProctorU, or in-person locally with a Proctor that meets one of the following criteria:

- An individual who holds an AAHAM certification, or
- Any person who holds a current management or human resource position

A proctor cannot be the examinee's supervisor or subordinate. Proctors will be required to attest to defined procedures by review and signature of the Attestation and Confidentiality Statements.

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 twenty hours of CEUs within the three calendar years following certification. Ten 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*



Providing Excellence in the Business of Healthcare