



**AAHAM**

American Association of Healthcare  
Administrative Management

*The Premier Organization for  
Revenue Cycle Professionals*

**2021**

**AAHAM  
Certified Revenue  
Integrity Professional**



**Information  
& Applications**

AAHAM... Providing Excellence in the Business of Healthcare

**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 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 three times a year; March, July 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 the healthcare industry.

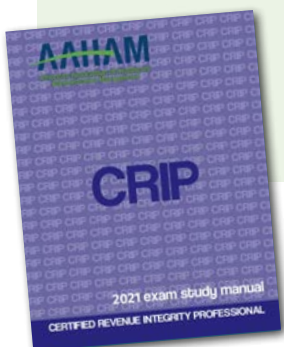
AAHAM certification gives you a powerful competitive advantage with current and prospective employers:

- 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 demonstrates 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 exams. 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!



## 2021 AAHAM Certification Calendar

December 15, 2020  
 Registration deadline for  
 March 2021 exams

March 8-19, 2021  
 March 2021 exams

April 15, 2021  
 Registration deadline for  
 July 2021 exams

July 19-30, 2021  
 July 2021 exams

August 16, 2021  
 Registration deadline for  
 November 2021 exams

November 8-19, 2021  
 November 2021 exams

December 15, 2021  
 Registration deadline for  
 March 2022 exams

## 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 midlevel 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 an 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 closest geographical area.

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

**A:** All applications must be received by the National Office by December 15, 2020, for the March 2021 examination, April 15, 2021, for the July 2021 examination, August 16, 2021, for the November 2021 examination, and December 15, 2021, for the March 2022 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 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 31st 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 recertified.

*"The University of Pennsylvania Health System (UPHS) began a voluntary CRCS 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, UPHS



**Certified Revenue Integrity Professional (CRIP) 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 - Print name as it should appear on certificate. (First, Middle Initial, Last) \_\_\_\_\_ Title \_\_\_\_\_

Employer Name \_\_\_\_\_ Email Address \* required to process application \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Local Chapter \_\_\_\_\_ AAHAM Member ID \_\_\_\_\_

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

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.)

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

Employer Contact Name and Title \_\_\_\_\_

Employer Contact Email Address \_\_\_\_\_

Please list your last two employers:

Employer Name \_\_\_\_\_

Title and Dates of Employment \_\_\_\_\_

Employer Name \_\_\_\_\_

Title and Dates of Employment \_\_\_\_\_

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

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

- December 15, 2020 for the March 2021 Exam**
- April 15, 2021 for the July 2021 Exam**
- August 16, 2021 for the November 2021 Exam**

You will receive a confirmation email from the AAHAM National Office indicating your application's acceptance.

**In response to the current public health concerns, AAHAM is currently only delivering exams remotely online through ProctorU. Click [here](#) for an overview of the ProctorU service and fees.**

QUESTIONS? Call the National Office at 703.281.4043 x 3 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. You may also submit your application online as well.

[Online Exam Registration](#)

[Online Study Materials Order Form](#)

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

**Preferred exam month:**  
 March 2021  July 2021  November 2021

**Exam Fees:**  
 CRIP Full Exam — \$199

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, when did you originally sit for the exam? \_\_\_\_\_ (month/year)

Section Retake - \$50  
**If this is a retake of CRIP, which section are you taking?**  
**SECTION:**  1  2  3  4

**Study Materials**  
 AAHAM CRIP Study Manual - \$199 X quantity \_\_\_\_\_: Total: \_\_\_\_\_  
 Buy 6 CRIP Exam Study Manuals for the price of 5 - \$995 Total: \_\_\_\_\_  
 AAHAM CRIP Study Manual - Non-Member Rate -\$299 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:** \_\_\_\_\_

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

(Applicant's initials): \_\_\_\_\_

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



## 2021 National Membership Application

**Please Return to:**

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

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

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

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

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

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Secondary Email Address \_\_\_\_\_ 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 in July, the dues are \$160 for the rest of the current year. If you join between August 1st and November 30th, the fee is \$250 for the rest of the current year and all of the following year.

*We also offer payment plans to help ease the dues burden. Please contact the AAHAM National Office if you would like more information.*

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

**PART TIME STUDENT MEMBERSHIP** - The part time student membership fee is \$50. If you join in July, the dues are \$35 for the rest of the current year. If you join between August 1st and November 30th, the fee is \$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 meeting.

AAHAM would like your consent to contact you through your cell phone in order to provide you with updates, notifications, and other information pertinent to your membership.

I hereby expressly grant my consent to AAHAM to contact me through the cell phone number provided herein.

You may subsequently withdraw this consent by contacting:  
AAHAM Membership Department  
11240 Waples Mill Road, Suite 200, Fairfax, VA 22030  
Phone: (703) 281-4043 Email: [moayad@aaaham.org](mailto:moayad@aaaham.org)

I do not grant consent to AAHAM to contact me through my cell phone.

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: \_\_\_\_\_

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.



**Please Return to:**

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

**2021 Full Time Student Membership Application**

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

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

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

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

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

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

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

**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 taking at least 12 credit hours per semester. Please make sure to include email/phone number of professor signing the statement.

If referred by AAHAM member, please give their name:

\_\_\_\_\_

**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.

AAHAM would like your consent to contact you through your cell phone in order to provide you with updates, notifications, and other information pertinent to your membership.

I hereby expressly grant my consent to AAHAM to contact me through the cell phone number provided herein.

You may subsequently withdraw this consent by contacting:  
 AAHAM Membership Department  
 11240 Waples Mill Road, Suite 200, Fairfax, VA 22030  
 Phone: (703) 281-4043 Email: moayad@aaham.org

I do not grant consent to AAHAM to contact me through my cell phone.

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## Local Chapters

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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
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	\$30.00
Utah MountainWest #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
Georgia #33	Georgia	\$30.00
Connecticut #34	Connecticut	\$35.00
Pennsylvania Three Rivers #37	Pittsburgh, Pennsylvania	\$30.00
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 Twin States #56	Vermont & New Hampshire	\$25.00
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)

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.

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## AAHAM MISSION STATEMENT

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



American Association of Healthcare  
Administrative Management

*The Premier Organization for  
Revenue Cycle Professionals*

*Providing Excellence in the Business of Healthcare*