

Certification Council for Medical Audit Specialists



Recertification Handbook

Recertification Handbook

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Revised June 2007



Table of Contents

RECERTIFICATION 3

 CRITERIA FOR CONTINUING EDUCATION UNIT (CEU) APPROVAL 4

 RECERTIFICATION PROCEDURE 4

 CMAS CONTINUING EDUCATION TRACKING FORM..... 5

 DENIALS AND APPEALS 5

 REQUALIFICATION 5

RECERTIFICATION APPLICATION FORM 6

 CMAS CONTINUING EDUCATION TRACKING FORM..... 7

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Recertification

The Certification Council for Medical Audit Specialists provides a recertification process for the purpose of maintaining continuing competence, and ensuring the ability to provide medical audit services at specified levels of knowledge and skills throughout the individual's career. Certified Medical Audit Specialists are encouraged to use the *CMAS* credentials in all forms of professional communications.

The CMAS recertification process covers three (3) basic principles:

- Evidence of cognitive expertise - This has already been fulfilled by successfully passing the certification examination. Completion of the necessary certification examination requirements must still be followed.
- Evidence of professional standing – demonstrate active participation as a member in good standing of the AAMAS.
- Commitment to lifelong learning and involvement in periodic self assessment – this includes completion of CMAS approved educational activities and earning required continuing education hours for recertification cycle period. The content of the education programs should meet core competency requirements as described in the candidate handbook and AAMAS website <http://www.aamas.org>

The CMAS certification expires three years after successful completion of the certification examination or recertification. To recertify, candidates must **maintain continuous active membership in AAMAS, and complete thirty-six (36) hours of Continuing Education Units (CEU's)** during the certification period. CEU's may be obtained through AAMAS or other approved organizations. Application deadline is February 28th of the renewal year and all CEU's must be completed and copies enclosed with the renewal application.

CEU requirements can be met by completing 36 hours AAMAS sponsored CEU's or a combination of the following:

- A maximum of 18 CEU's from clinical topics
- Other areas of focus for CEU's are financial, regulatory, coding, auditing, medical record, documentation, legal, health care related. etc.
- Attending approved state/national conferences can be used to complete the required 36 CEU's.
- Home study courses, on-line learning education courses and webinars in health care may be used for CEU's.

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P. O. Box 449
Onsted, MI 49265-0449
(517) 467-4675

Criteria for Continuing Education Unit (CEU) Approval

The Certification Council and the AAMAS board of directors have accepted the following sources for CEU approval:

- Courses with CEU's approved by the following nationally recognized health care organizations
 - ❖ NAHQ - National Association for Health Care Quality
 - ❖ AAPC – American Association of Procedural Coders
 - ❖ AHIMA – American Health Information Management Association
 - ❖ AHIA - Association of Healthcare Internal Auditors
 - ❖ HFMA – Healthcare Financial Management Association
 - ❖ ACHE – American College of Health Care Executives
 - ❖ NHCAA - National Health Care Anti-Fraud Association
 - ❖ HIMSS - Healthcare Information and Management Systems Society
 - ❖ HCCA - Healthcare Compliance Association
 - ❖ AHLA - American Healthcare Lawyers Association
 - ❖ ANCC - American Nurses Credentialing Commission

- Participation as a seated member in the AAMAS board or committee meetings when topics covered is related to the improvement of the national organization, which benefits the entire membership. A one-hour meeting is equivalent to 1 contact hour up to a maximum of 5 contact hours per day.

Recertification Procedure

The Certification Council will send recertification written reminders to all CMAS recertification candidates before the recertification due date. Included in this reminder is the **permanent CMAS number** needed to track all members certified through the Council. This number is required on all correspondence. Candidates must complete the CMAS recertification application and CEU tracking forms and send them to the address below with the accompanying fee of \$100.00. All applications must be postmarked by February 28th of the current year. The CMAS recertification handbook, application and CEU tracking forms are available online through the AAMAS website.

Recertification Fee: \$100.00

Fee is payable to: AAMAS

AAMAS Tax ID 650573775

Mailing information:

Certification Council for Medical Audit Specialists

P. O. Box 449

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Credit card payments are accepted. Complete the credit card information at the bottom of the CMAS recertification application form.

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Candidates with insufficient contact hours to recertify will receive a refund of their application fee minus a \$25.00 administrative fee.

CMAS Continuing Education Tracking Form

This form was developed to assist the Certification Council in tracking the continuing educational activities certificants attend during the period of certification. It **MUST** be sent accompanying the application, **copies of certificates for CEUs**, and the required fee. CMAS must retain a copy of this form along with the original supporting documentation for each of the educational activities attended in case an audit occurs.

Denials and Appeals

If the applicant is deemed ineligible for continued certification, or if the documentation submitted does not meet the requirements listed, the candidate will be notified in writing listing the specific reason(s) for the denial. Candidates may appeal in writing to the Certification Council within 30 calendar days of receiving their letter. Denials may be based on:

- Failure to fulfill membership requirements
- Failure to fulfill continuing education requirements
- Obtaining or attempting to obtain certification or recertification by fraud or deception

The Certification Council will mail a response to an applicant's appeal within 30 days of receipt of the original appeal.

Requirements for Requalification

CMAS who have allowed their certification to lapse and wish to recertify must meet all current requirements for certification, submit an application along with the applicable fee and retake the certification examination. Refer to the current Candidate Handbook for all requirements.

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Recertification Application Form Certified Medical Audit Specialist

Submission Deadline: Postmarked by **February 28th**

Name: _____ CMAS Number _____

Phone (H) _____ Phone (W) _____

Address _____

City: _____ State _____ Zip Code: _____ - _____

Email Address (H) _____ (W) _____

Employer _____

Position/Title _____

Enclose \$100.00 recertification fee.

Method of payment: [] Check [] Credit Card Number _____

Type of credit card _____ (Am. Express, MasterCard, Visa, Discover)

Exp. Date _____

Name as appears on card (Please Print) _____

Billing Address (if different from above) _____

Signature of Card Holder _____ Date _____

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CMAS Continuing Education Tracking Form

NAME (PRINT) _____ CMAS Number: _____

Original CMAS Certification Year: _____

Signature: _____

This signature attests to accuracy of the information submitted below.

Educational Programs

Date	Course Type*	Program Title	Sponsor	CEU Hours

*** Copies of certificates must be included**

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