



**Certified Clinical Financial Auditor**

# **Recertification Handbook**



**2023 Edition**

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## American Association of Medical Audit Specialists

262 W Main Street  
Wales, WI 53183

# Recertification

The American Association of Medical Audit specialists (AAMAS), provides a recertification process for the purpose of demonstrating professional competence in the practice of medical audit and a commitment to continued improvement in the skills and knowledge of Certified Clinical Financial Auditors.

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

- **Evidence of cognitive expertise** - This has already been fulfilled by successfully passing the certification examination.
- **Evidence of professional standing** – Demonstrated by active membership in AAMAS.
- Commitment to **lifelong learning** and involvement in periodic self-assessment – This includes completion of CCFA approved educational activities and earning the required continuing education units within the recertification cycle period. The content of the education programs must meet the CCFA Core Curriculum Domains. Refer to the Domains as described on the website at [certifiedmedicalauditor.com](http://certifiedmedicalauditor.com)

The CCFA certification expires on December 31<sup>st</sup> of the year **three years** from the notification date of successful completion of the certification examination or subsequent recertification.

### **Recertification Classifications**

AAMAS offers two levels of certification:

- For those actively auditing, the CCFA remains the designation.
- For those providing evidence of retirement, AAMAS extends the CCFA-R (Retired) designation.

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### ***Recertification Requirements (Active) – CCFA***

- Complete **thirty (30) hours** of Continuing Education (CE) credits during the recertification period (three year period)
  - Half of the CEUs (15) may be clinical and at least half (15) must be related to healthcare finance, revenue cycle, auditing or compliance.
  - Maintain continuous active membership in American Association of Medical Audit Specialists (AAMAS).
  - CCFA Certification renewal will be completed with your membership
  - Please keep a copy of your CEU certificates in case of audit.

### ***Recertification Requirements (Retired) – CCFA-R***

- Maintain continuous active membership in American Association of Medical Audit Specialists (AAMAS).
  - Maintain continuous active certification as CCFA
  - Payment of **the recertification fee for retired CCFA professionals.**

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### ***Determination of Continuing Education Credit***

AAMAS Certification Committee applies the following continuing education credit formulas:

- One (1) contact hour = One (1) CCFA Continuing Education (CE) credit
- 1 CEU / CME = 60 minutes or One (1) CME credit for Physicians
- Volunteering for AAMAS is 1 CE per volunteer hour up to 5 CE / calendar year
- Speaking at an AAMAS Conference = 4 CEUs for every 1 hour of speaking (details below)

### ***CCFA Approved Continuing Educational Programs***

Continuing *educational program objectives*<sup>1</sup> required for CCFA recertification must meet the CCFA Core Curriculum Domains (Body of Knowledge). Refer to the website for a complete list of core curriculum domains.

**Continuing Education credits** may be obtained through one or a combination of the following activities:

1. Revenue Integrity, Quality Organization or Physician Advisor sponsored national conference Attendance and completion of educational programs from any of the following government, professional and national trade organizations, provided that the *program objectives* meet the CCFA Core Curriculum Domain:
  - AAPC – American Academy of Professional Coders
  - ACHE – American College of Health Care Executives
  - AHIA - Association of Healthcare Internal Auditors
  - AHIMA – American Health Information Management Association
  - AHLA - American Healthcare Lawyers Association
  - ANCC - American Nurses Credentialing Commission
  - CMS - Centers for Medicare and Medicaid sponsored educational activities to include e-learning activities administered by the Medicare Learning Network, conferences and workshops administered by CMS contractors, i.e., Quality Improvement Organization, Carrier, Fiscal Intermediaries, Medicare Administrative Contractors and other CMS business partners
  - HCCA - Healthcare Compliance Association
  - HFMA – Healthcare Financial Management Association
  - HIMSS - Healthcare Information and Management Systems Society
  - NAHQ - National Association for Healthcare Quality
  - NHCAA - National Health Care Anti-Fraud Association
  - ACPA – American College of Physician Advisors
  - NAMAS- National Alliance of Medical Auditing Specialists
  - NAHRI-National Association of Healthcare Revenue Integrity
  - Presenting a workshop, general session, breakout session, or as a member of a panel discussion
    - Four (4) continuing education hours are awarded for each one (1) hour of presentation.
    - Repeat presentations of the same subject matter do not count as additional CE hours

<sup>1</sup> Educational program objectives, also referred to as “Learning Objectives,” describe what the learner should achieve, accomplish or complete at the end of a learning or educational activity.

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2. Attendance and completion of educational programs **offered by other educational institutions, agencies and organizations not listed above**. Continuing educational program objectives offered must meet the CCFA Core Curriculum Domains.
  - To ensure approval of courses *not* offered by organizations outlined above, you may Request *approval* of the educational program by sending an outline and/or a description of the objectives, a biography of the presenter/author, course content and the length of the presentation to certification@aamas.org
  - E-learning educational or home study courses
  - To ensure approval of courses, you may request *approval* of an educational program by sending an outline and/or description of the objectives, a biography of the presenter/author, course content, and the length of the presentation to certification@aamas.org
  - Educational presentations, abstracts, or course materials developed and presented at other educational Conferences, sessions, or workshops.
    - Educational program objectives must meet the CCFA Core Curriculum Domains
    - **NOTE:** Educational presentations/instructions and lectures given as part of your job or work responsibilities are not accepted for recertification. Courses taken in preparation for other examinations are not acceptable for CCFA CEUs; (ex. AAPC or CCS tests prep courses.)
3. Acceptable college courses that demonstrate meeting the CCFA Core Curriculum Domain. Examples: Accounting/Finance, Statistics, Project Management (meets Domain 03: Audit Skill Section B)
  - Each academic semester credit hour is equivalent to fifteen (15) CE credits taken within the recertification renewal cycle.
  - A maximum of eighteen (18) hours in this area can be applied towards CCFA recertification.
  - General education or clinical content are NOT accepted for this purpose; examples are English, History, Medical Surgical nursing, etc.

### ***Additional Opportunities to Earn CCFA CE Credits***

- AAMAS Board members may use any approved organization Board or committee meetings when topics covered are related to the improvement of the national organization and provide a benefit to the entire organization membership and AAMAS at large.
  - A one-hour meeting is equivalent to one (1) continuing education credit up to a maximum of eight (8) hours per year.
- Contributing CCFA questions or items for the CCFA examination.
  - Each item accepted earns 1.0 continuing education credit.
  - A maximum of five (5) CE credits per recertification cycle may be earned this way. To participate as an item writer contact certification@aamas.org.

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### ***Recertification Procedure***

- Continuing Education units may be verified via Random sampling

### ***Denials and Appeals***

If the applicant is deemed ineligible for continued certification upon random audit, 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 AAMAS 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 Committee will email a response to an applicant's appeal within 30 days of receipt of the original appeal. The candidate will not be assessed any late fees during the appeal process.

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### ***Additional Recertification Fees***

#### One (1) to Thirty (30) days

A grace period of thirty (30) days beginning on the date of required certification will be given to assist our members in maintaining their certification.

#### Thirty-One (31) days to One (1) Year

A fee of \$50 in addition to the recertification fee will be assessed for a CCFA who allows their certification to lapse between thirty-one (31) days and twelve months. The fee will be assessed to allow recertification without retesting. All requirements for recertification must be met in addition to payment.

#### After One (1) Year

A CCFA who has allowed their certification to lapse longer than twelve months and who wishes to recertify will be dealt with on a case-by-case basis. Please email [certification@aamas.org](mailto:certification@aamas.org)

Refer to the current Candidate Handbook for all requirements.

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