



## **Certified Revenue Cycle Executive Certification (CRCE-I/CRCE-P) Frequently Asked Questions**

**Q: What are the benefits of obtaining Executive level AAHAM certification?**

A: Executive certification demonstrates a high level of achievement and positions you as a leader and role model in the revenue cycle industry. Certification demonstrates your proficiency and commitment to your profession and your career. Certification can play an integral role in your career strategy and in many instances certification can help you secure the promotion or the job you desire.

**Q: What is the Revenue Cycle Executive certification?**

A: The Executive Certification is a comprehensive online proctored eight (8) hour exam covering focused revenue cycle subject matter that includes patient access, billing, credit/collections and revenue cycle management. The exam is comprised of multiple-choice, true/false, fill in the blank, short answer, essay and quantitative questions. AAHAM offers two types of Professional certification; one focused on the revenue cycle within an institutional (hospital, health system) setting and the other focused on the revenue cycle in a professional (physician, clinic) setting. In the revenue cycle industry, it is comparable to earning a CPA or passing the bar exam.

**Q: Who is eligible?**

A: CRCE-I/CRCE-P exams are available to National AAHAM members, in good standing. Candidates must have a minimum of either four (4) years of healthcare experience or two (2) years of healthcare experience and a two-year college or university associate's degree.

**Q: What is the difference between the CRCE-I and the CRCE-P?**

A: The CRCE-I is designed for those who work on the hospital/health system side of the revenue cycle while the CRCE-P is for those who work on the physician or clinic side of the revenue cycle.

**Q: What does the exam cover and how much time do I have to take the exam?**

A: Each examination is four (4) sections. The CRCE-I sections include Patient Access, Billing, Credit & Collections, and Revenue Cycle Management. The CRCE-P sections are Front Desk, Billing, Credit & Collections, and Revenue Cycle Management. An examinee is given eight (8) hours to complete a full exam, six (6) hours to complete a dual exam, four (4) hours for two section retakes, and two (2) hours for one section retake.

**Q: When is the exam offered?**

A: The exam is offered four (4) times a year typically between the 2nd and 4th weeks of February, May, August, and November (exact dates, times and locations will be determined and communicated to you by your local chapter).

**Q: How much does the exam cost?**

A: The cost of taking a full exam is \$299. Section re-takes cost \$50 each. The dual certification exam is \$239 and is available to current CPCE-Is or CRCE-Ps. Please make all checks/money orders out to AAHAM and send to AAHAM's National Office Attn: Certification Dept. 11240 Waples Mill Rd. Suite 200, Fairfax, VA 22030. You can also pay by AMEX, VISA, or MC, online, through the mail, or fax 703-359-7562.

**Q: What study materials are available?**

A: AAHAM includes a CRCE-I/CRCE-P Study Outline in your exam fee. AAHAM also offers a CRCE-I/CRCE-P Exam Study Manual for purchase. The manual is written by AAHAM specifically for AAHAM exams, designed to assist you in studying for CRCE 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.

There are also training webinars available on CD that cover each section of the exam. AAHAM offers an online practice exam to help you identify the sections you are strong and/or weak in and to help you focus studying efforts. All of these study tools are available for purchase at [www.aaham.org](http://www.aaham.org).

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 in closest geographical area.

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

A: All applications must be received by the AAHAM National Office by December 2, 2013 for the February 2014 examination, March 3, 2014 for the May 2014 examination, June 2, 2014 for the August 2014 examination, and September 2, 2014 for the November 2014 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 (2) weeks after the application deadline.

**Q: By what method do you take the exam?**

A: The examination is proctored and given online. It is an eight (8) hour exam two (2) hours per section. There are breaks between sections.

**Q: What if I don't pass all of the sections?**

A: You will need to pass a minimum of two (2) of the four (4) exam sections in order to have the opportunity to retake the missed sections. If you do not pass at least two (2) sections you will have to retake the entire exam. Retakes on the final section(s) must be taken and passed within eighteen (18) months of your original test date. Otherwise, you will have to retake the entire exam.

**Q: Can I cancel my test date?**

A: Exam application fees are non-refundable. However, you can request a one (1) time postponement to the next exam period. Notification must be received by the National AAHAM office (in writing via fax or email). The postponement deadline date will be specified in your exam confirmation. Please fax your requests to Maria LeDoux at 703-359-7562 or email to [maria@aaaham.org](mailto:maria@aaaham.org). Please specify the reason for cancellation or postponement.

**Q: When will examinees be notified if they have passed the exam?**

A: Written notification of test results will be forwarded to examinees no later than ninety (90) days from the date the exam was taken. Certificates and lapel pins will be mailed to Chapter Presidents for presentation to passing examinees.

**Q: Once you are certified, what is the process for re-certification?**

A: Re-certification begins the calendar year following the year the examination is passed. 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 forty (40) hours of continuing education units (CEUs) to the National Office by January 31st, at the end of a designated two-year period. Twenty (20) of these units must be from attendance at AAHAM related educational programs. Dual certified examinees must adhere to these same requirements. If terminated, members will be required to retake the entire examination to become re-certified.

**Q: Is there a Dual Professional Certification exam available?**

A: Yes. In order to take this exam you must currently be a CRCE-I or a CRCE-P. You cannot take both exams at the same time. Sections for the CRCE-I Dual examination are: Patient Access, Billing and Revenue Cycle Management. Sections for the CRCE-P Dual Examination are: Front Desk, Billing and Revenue Cycle Management. You must pass at least two (2) of the three (3) sections on exam day; otherwise a complete retake of the Dual exam is necessary. You must then pass the final section within eighteen (18) months of your original test date. Otherwise you will have to retake the entire dual exam.

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Cutting Edge Training + Nationally Recognized Certification = Improved Performance*