

PROGRAM TITLE: BASIC FINANCIAL MANAGEMENT SERIES

PROGRAM DATES, TIME AND PLACE: Classes will be held from 5:00 pm to 8:00 pm at **two convenient locations**. - ARMDS offices located at 400 Broadacres Drive, Bloomfield, NJ and 261 Connecticut Drive, Burlington, NJ, both minutes from the Garden State Parkway and the New Jersey Turnpike. Classes will be telecasted via video conferencing between the two sites only.

Note: The classes will be held on Wednesday evenings from 5:00 to 8:00 PM

Module 1 Contract Management	January 11, 2012
Module 2 Disbursements	January 18, 2012
Module 3 Budgeting/Forecasting/Financial Reporting	January 26, 2012
Module 4 Revenue Cycle	February 1, 2012
Module 5 Certification Exam Prep Q&A	February 8, 2012
Module 6 Mock Exam	February 15, 2012
Registration and buffet dinner: 4:30 pm	
Presentation: 5:00pm – 8:00pm	

BONUS!! You can get a **FACILITY REGISTRATION**. This allows you the flexibility to provide education to multiple staff members with a single registration. **You can educate up to 6 staff members (one staff member per scheduled session) based on one Facility Registration. Identify the person that can best benefit from each specific module and send them. Individuals may also register for single sessions.**

Target Audience

This course is for individuals who are new to the healthcare industry or who are experienced HFMA members interested in becoming Certified Healthcare Financial Professionals. The individual sessions are appropriate for people in budget, reimbursement and financial analysis, patient accounting and revenue cycle, non-financial healthcare professionals such as patient access services, hospital clinical administrators and staff employees of insurers who require an understanding of healthcare financial issues.

Course Objectives

The course is designed to give attendees an understanding of all aspects of financial services related to hospital and physician practice. The course will prepare individuals to take the HFMA Certification Exam. The various sessions will examine payment for services rendered in accordance with regulatory, contractual and operational policies, practices and protocols, and their impact on the financial condition of an institution. Participants will be awarded a NJHFMA Financial Certification Certificate upon successful completion of course examination and class participation in at least 4 of 6 Modules (Note: For those taking advantage of the Facility Registration, certificates are not available to those participating in less than 4 modules.) **Upon successful completion of the HFMA Certification exam The NJHFMA Board of Directors will reimburse NJ chapter members for all applicable certification related fees including fees for the Basic Financial Management Series, Certification Exam Application, and Study Materials.**

Highlights of the Course

1. Module 1 Contract Management

SPEAKER: TRACY DAVISON-DICANTO, FHFMA
Princeton Health Care System

DATE: January 11, 2012

PROGRAM TITLE: HEALTHCARE FINANCIAL MANAGEMENT CERTIFICATION SERIES

- Contracts
- Common healthcare-payer contracts
- Evaluation Models
- Operationalizing and monitoring payer contracts

2. Module 2 Disbursements and Internal Controls

SPEAKER: RITA ROMEU, PhD, FHFMA - ARMDS

DATE: January 18, 2012

- Materials Management
- Payroll
- Accounts Payable
- Internal Controls
- HIM & PFS Controls
- Case Management
- Corporate Compliance
- Regulatory Environment

3. Module 3 Budgeting, Forecasting & Financial Reporting

SPEAKERS: STEVEN J. FRANKENBACH - Deloitte & Touche LLP
CHERYL H. COHEN, MBA, FHFMA - Pantheon Capital

DATE: January 26, 2012

- Budgetary Control/Budget Process
- Capital Planning & Financing
- Investments and Cash Management
- Strategic Planning
- Preparation of financial statements
- Governmental reporting
- Internal management reporting
- Ratio analysis
- FASB (Financial Accounting Standards Board)
- GAAP (Generally Accepted Accounting Principles)

4. Module 4 Revenue Cycle

SPEAKER: MARIA FACCIPONTI, FHFMA - ARMDS
GEORGE KELLEY - CBIZ, Inc.

DATE: February 1, 2012

- Patient Financial Services
- Impact of Data Access Collection
- Role of HIM
- Role of PFS
- Reporting procedures
- Responsibilities of revenue cycle team
- Physician Practices

5. Module 5 Certification Exam Prep Questions and Answers

SPEAKER: ERIC FISHBEIN, CHFP, MHA, MS
Presscott Associates, Ltd.

DATE: February 8, 2012

- Tips for Preparing for the Exam
- Mock Exam
- Review of Mock Exam Answers

6. Module 6 Mock Exam

SPEAKERS: MARIA FACCIPONTI, FHFMA - ARMDS
RITA ROMEU, PhD, FHFMA - ARMDS

DATE: February 15, 2012

PROGRAM TITLE: HEALTHCARE FINANCIAL MANAGEMENT CERTIFICATION SERIES

To register, please visit our web site at www.hfmanj.org, where online payment submission is also available. If you prefer to register by mail/fax, please complete the following:

REGISTRATION FORM

Please register the following participant(s):

NOTE: If registering for one session only, please indicate which session you will be attending.

NAME _____

TITLE _____

MEMBER _____ NON-MEMBER _____

NAME _____

TITLE _____

MEMBER _____ NON-MEMBER _____

NAME _____

TITLE _____

MEMBER _____ NON-MEMBER _____

COMPANY _____

PHONE NUMBER _____

E-MAIL ADDRESS _____

Mail Check to: **Ms. Laura Hess**
HFMA-NJ Chapter
PO Box 6422
Bridgewater, NJ 08807
Phone 888-NJC-HFMA

Make Check Payable to: **HFMA-NJ Chapter**

To Pay by Credit Card (AmEx, Visa, and MC):

Credit Card #: _____

Exp. Date: _____

Name on Card*: _____

**Sign/Enter your name, which will be taken as your signature authorizing the charge.*

PROGRAM TITLE: HEALTHCARE FINANCIAL MANAGEMENT CERTIFICATION SERIES

FEES:

Facility Registration.....	\$300.00
Member Registration	\$250.00
Non-Member Registration.....	\$300.00
Member 1 Session.....	\$50.00
Non-Member 1 Session.....	\$60.00
CHFP On-Line Study Guide.....	\$150.00

Fees include all instructional costs and study materials, and are non-refundable unless cancellations are received 48 hours prior to the start of the first class. Space limitations in this program are strictly enforced. Participants should register via mail or fax, using the registration form provided, as soon as possible. Enrollment will be accepted on a first received basis. All registrations will be confirmed via e-mail or telephone.

CONTINUING PROFESSIONAL EDUCATION CREDITS

Participants will be granted continuing professional education (CPE) credits for courses related to fields of finance, tax, management advisory services, business law and accounting. Participants will receive a letter attesting to their attendance. Based upon our understanding of the New Jersey State Board of Accountancy’s continuing professional education requirements, Sponsor 185, **each module will qualify for three (3.0) CPE credits for each participant who stays for the entire module. You will earn twenty-one (21) CPE credits for completing the entire course.**

AMERICAN COLLEGE OF HEALTHCARE EXECUTIVES CATEGORY II CONTINUING EDUCATION CREDIT

The New Jersey Chapter of the Healthcare Financial Management Association is authorized to award 3.5 hours of pre-approved Category II (non-ACHE) continuing education credit for each module of this program toward advancement, or recertification in the American College of Healthcare Executives. Participants in this program wishing to have the continuing education hours applied toward Category II credit should indicate their attendance when submitting application to the American College of Healthcare Executives for advancement or recertification.

