



Council for Certification of Medical Auditors, Inc.

Recertification Handbook



2019 Edition

Table of Contents

Recertification	3
Recertification Requirements (Active) – CMAS	4
Recertification Requirements (Retired) – CMAS-R.....	4
Determination of Continuing Education Credit	5
CMAS Approved Continuing Educational Programs	5
Additional Opportunities to Earn CMAS CE Credits.....	6
Recertification Procedure	7
Denials and Appeals.....	7
Additional Recertification Fees.....	8
Application for CMAS Recertification	9



Council for Certification of Medical Auditors, Inc.

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Recertification

The Council for Certification of Medical Auditors, Inc. (CCMA), also known as the “Certification Council”, 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 Medical Audit Specialists.

The CMAS 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 an approved revenue integrity organization, quality management organization or physician advisor organization such as, AHIA, ACPA, HFMA, HCCA, AAPC, AHIMA, or other entity providing education to the revenue integrity, quality, coding, billing and physician advisor communities.
- Commitment to **lifelong learning** and involvement in periodic self-assessment – This includes completion of CMAS approved educational activities and earning the required continuing education units within the recertification cycle period. The content of the education programs must meet the CMAS Core Curriculum Domains. Refer to the Domains as described on the website at certifiedmedicalauditor.com

The CMAS certification expires **three years** from the notification date of successful completion of the certification examination or subsequent recertification.

Recertification Classifications

CCMA offers two levels of certification:

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

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Recertification Requirements (Active) – CMAS

- Maintain continuous active membership in an approved revenue integrity organization or quality management organization **and**
- Complete **twenty-four (24) hours** of Continuing Education (CE) credits during the recertification period:
 - The 24 Continuing Education (CE) credits can come from any combination of the four (4) Core Curriculum Domains.
- The application deadline will be the expiration date indicated on your Certification card.
 - EXAMPLE: If your card says “Valid 11/20/11 thru 11/20/14, the deadline for submission would be November 20, 2014.
 - Applications received after the deadline will be subject to the applicable late fees.

Recertification Requirements (Retired) – CMAS-R

- Maintain continuous active membership in an approved revenue integrity organization, quality management or physician advisor organization
- Maintain continuous active certification as CMAS
- Payment of **the recertification fee for retired CMAS professionals.**

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Determination of Continuing Education Credit

The Certification Council applies the following continuing education credit formulas:

- One (1) contact hour = One (1) CMAS Continuing Education (CE) credit
- 1 CEU / CME = 60 minutes or One (1) CME credit for Physicians
- Volunteering for CCMA is 1 CE per volunteer hour up to 5 CE / calendar year

CMAS Approved Continuing Educational Programs

Continuing *educational program objectives*¹ required for CMAS recertification must meet the CMAS 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 CMAS 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
 - 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

¹ 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 CMAS Core Curriculum Domains.
 - To ensure approval of courses *not* offered by organizations outlined above, you may Request a *pre-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 info@cmasorg.com
 - E-learning educational or home study courses
 - To ensure approval of courses, you may request a *pre-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 info@cmasorg.com
 - Educational presentations, abstracts, or course materials developed and presented at other educational Conferences, sessions, or workshops.
 - Educational program objectives must meet the CMAS 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 CMAS CEUs; (ex. AAPC or CCS tests prep courses.)**
3. Acceptable college courses that demonstrates meeting the CMAS 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 CMAS recertification.
 - General education or clinical content are NOT accepted for this purpose; examples are English, History, Medical Surgical nursing, etc.

Additional Opportunities to Earn CMAS CE Credits

- CCMA 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 CCMA at large.
 - A one-hour meeting is equivalent to one (1) continuing education credit up to a maximum of five (5) hours per day.
- Contributing CMAS questions or items for the CMAS 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 education@cmasorg.com

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Recertification Procedure

- The Certification Council or its designee will send a Recertification reminder six (6) months before the recertification expiration date.
 - Included in this reminder will be your permanent CMAS number. This number is required on all correspondence. This number is also on your Certification card.
- **Submission Process**
 - Complete the CMAS recertification application
 - Include the recertification fee of \$125.00
 - Credit card payments are accepted. Complete the credit card information at the bottom of the CMAS recertification application form.
 - The documents may also be scanned and emailed recertification@cmasorg.com
 - Applications must be postmarked on or before the expiration date on your Certification card.
 - EXAMPLE: If your card says “Valid thru May 2012”, the deadline for submission would be May 31, 2012
 - Applications received after the deadline may be subject to the applicable late fee(s).
- Continuing Education units may be verified via Random sampling
- Candidates with insufficient contact hours to recertify will receive a refund of their application fee minus a \$25.00 administrative fee.

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. The candidate will not be assessed any late fees during the appeal process.

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Additional Recertification Fees

One (1) to Ninety (90) days

A grace period of ninety (90) days beginning on the date of required certification will be given to assist our members in maintaining their certification.

Ninety-One (91) days to One (1) Year

A fee of \$50 in addition to the recertification fee will be assessed for a CMAS who allows their certification to lapse between ninety-one (91) 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 CMAS who has allowed their certification to lapse longer than twelve months and who wishes to recertify must:

- Meet all current requirements for certification ***and***
- Retake the certification examination.

Refer to the current Candidate Handbook for all requirements.

The current Handbook is available at our website, <http://www.cmasorg.com>

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