



Association of Health Care Auditors and Educators

Examination Application

Examination Date: _____

Location: _____

Initial Exam

CHCA (Certified Healthcare Chart Auditor –Professional)

CHCAF (Certified Healthcare Chart Auditor –Facility *Inpatient and Outpatient)

CHCAS (Certified Healthcare Chart Auditor –Surgical)

Retake Exam
(No-Charge for 1st Retake)

Member ID: _____

INSTRUCTIONS: Please provide all of the information requested and mail or fax the completed application to the AHCAE at the email, address or fax number shown below. You will be notified with confirmation once registered. Incomplete applications will not be returned nor processed.

Required: Preferred Correspondence for Examination Grade to be Sent: Home Business

| | | | |
|---|---|--|--|
| 1 | First name | Middle Name | Last Name |
| | Preferred Address | | City / State ZIP |
| | Employer | Work Phone | Cell or Home Phone |
| | Company | Title | |
| 2 | Auditing Experience: | <input type="checkbox"/> 0-2 Years | <input type="checkbox"/> 3-5 Years |
| | | <input type="checkbox"/> 6-10 Years | <input type="checkbox"/> 11+ Years |
| | Certifications /Licensure: | <input type="checkbox"/> Coding | <input type="checkbox"/> Compliance |
| | | <input type="checkbox"/> Finance | <input type="checkbox"/> Clinician |
| | | <input type="checkbox"/> Other: _____ | |
| | Supporting Organization(s) and Credential(s) Obtained: _____ | | |
| 3 | Education Level: | <input type="checkbox"/> High School /GED: _____ | <input type="checkbox"/> College/Trade/Vocational: _____ |
| | <input type="checkbox"/> Other: | Degree(s): _____ | |
| 4 | I attest that the information on this application is true and accurate to the best of my knowledge. If not, I understand that possible civil and criminal and or disciplinary action may be taken by the AHCAE. | | |
| | Examinee's Signature | Date | |
| | Printed Name for Certificate: _____ | | |

| 5 Payment Information | |
|--|---|
| Please charge: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/> Discover | Must be a member--Examination Fee <input type="checkbox"/> \$350.00 |
| Cardholder name: _____ | AHCAE Membership <input type="checkbox"/> \$175.00 |
| Card number: _____ | Total Enclosed \$ _____ |
| Expiration date: ____/____ Signature: _____ | Mail To: AHCAE – Exam Dept. 6140-K6 S. Gun Club Rd. Aurora, CO 80016 |
| Billing Address: _____ | |
| City: _____ State: _____ Zip _____ | |
| For questions regarding the exam application or process, please contact 303-905-2357 or by email to: info@ahcae.org | Fax Application To: 303-373-9667 |
| Register Online: www.ahcae.org | *Payment must be received to process applications. |



Association of Health Care Auditors and Educators

About the Examinations

AHCAE auditing certification standards have been developed by the Association of Health Care Auditors and Educators Examination Board and include the same regulatory information utilized by the Office of Inspector General (OIG) and Centers for Medicare and Medicaid Services (CMS). Procedural coding guidelines and standards will follow the interpretation of the American Medical Association and Centers for Medicare and Medicaid Services when applicable. Applicable ICD-9-CM Coding guidelines will also apply.

The AHCAE certification exams were written with the help of highly experienced healthcare auditing professionals, auditors with professional test writing experience (psychometricians) all of whom are subject matter experts.

1. Computers and other electronic devices are not approved resources and may not be used for the exam and are not permitted in the exam room.
2. There are a total of 80 questions on the exam that will test the examinee on;
 - Section I: General Knowledge (25)
 - Section II: Auditing and Coding Concepts (36)
 - Section III: Compliance Principles (14)
 - Section IV: Case Studies (5)
3. There are no true/false questions.
4. Other than certain concepts, answers to all questions can be found in the CPT, ICD-9-CM, HCPCS and in the Auditors Resource Tools and Manual. Medical dictionaries are allowed to be used during the exam.
5. Those unsuccessful on their first attempt may retake the examination within a 12 month period at no additional charge. Examinees must remain current in their membership for the retake rule to apply.
6. Examinees will have five hours to complete the exam although many finish prior to this time. Your proctor will tell you when to begin and when the testing period is complete.
8. Examinees may write in their exam booklets and may use AHCAE Auditor Tools and the AHCAE Resource Manual to complete the exam. Other audit tools resources outside of AHCAE resources will require prior approval. No electronics are permitted.



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About the Examinations

9. Examinees will be notified of your results by email in approximately 2-3 weeks. Results will be uploaded into the examinee's AHCAE profile online. Examinations are the property of the Association of Health Care Auditors and Educators and will not be returned to the examinee.

Examination Scoring

- In order to successfully pass the exam, a minimum score of **90%** must be achieved. There are a total of **80 questions** including case studies on the exam.
- The case studies are very important in illustrating your competency of chart auditing; therefore, the case studies are weighted for **50%** of the exam scoring. The remaining 75 questions in Section I thru III are weighted for the other **50%** of the scoring.
- Should you pass Sections I thru III, however you are not successful in passing the case study section on your first attempt, you will not have to retake the entire exam. In this situation, you will be given (5) new case studies to complete for certification reconsideration.

Maintaining CEU's

Ten CEU's per year are required to maintain the AHCAE credentials. CEU's are categorized into two groups and *must be* partially earned through AHCAE workshops and programs, or other nationally recognized coding and compliance organizations. Contact the AHCAE exam department to verify CEU approval when in doubt.

- a. Six (6) CEU's from the AHCAE programs, events or case studies
- b. Five (4) CEU's related to Coding and Compliance

CEU's are expected to be earned annually upon membership renewal. Members **DO NOT NEED** to submit proof of CEUs UNLESS requested by the AHCAE. AHCAE uses a random audit CEU verification process.

AHCAE does provide a field within the members profile for CEU information to be logged and tracked. Should a member be randomly audited, AHCAE will verify internally first any AHCAE CEU earnings prior to contacting the member for any additional needed information.



Association of Health Care Auditors and Educators

About the Examinations

EXAMINEE CHECK LIST / Reminders:

1. I must be current in my AHCAE membership to sit for the examinations.
2. I must register at least 2 weeks prior to the exam date by submitting a completed exam application form. Application forms can be found at www.ahcae.org.
3. For the CHCA (Certified Healthcare Chart Auditor) and CHCAS (Certified Chart Auditor-Surgical) examinations, I must bring a current CPT and ICD-9-CM Book and professional based audit tools.
4. For the CHCAF (Certified Healthcare Chart Auditor-Facility) examination, I must bring a current CPT, ICD-9-CM Vol. 1, 2, 3 and HCPCS level II Book and facility based inpatient / outpatient audit tools.
5. I must bring my own audit tools and books for the examination. Auditor tools and coding books and worksheets may be purchased by contacting AHCAE. Audit worksheets will be provided with my exam for exam case scenarios to record my auditing results /answers.
6. I am aware that a medical dictionary is allowed.
7. I am aware I'm allowed 5 hours to complete the examination. I have also been informed that often the examinations typically do not take the entire allotted time.
8. There are a total of 80 questions on the examination, 5 of which are case studies and account for 50% of the total overall score.
9. I am aware that no electronic devices are allowed to be used or are allowed in the exam room at any time.
10. I am aware that the time frame for grading and result notification is typically 2 weeks and that examination information is confidential. Any copying of information or discussion of content is strictly prohibited.