



TEST SESSION/CITY: _____

FOR OFFICE USE ONLY

APPLICATION

Certified Administrator in Physician Practice Management (**CAPPM**)

What is the Certified Administrator in Physician Practice Manager (CAPPM) credential?

With the rapidly changing face of the medical practice and facility, the role of the practice manager is more important than ever. The professional who has obtained the CAPPM credential is a recognized professional in the field of medical practice management. Through The American Academy of Medical Management, this certification process assures that the individual who earns this coveted status will be well versed due to the required course work and experience requirements.

OPTION ONE: (NO EXAM OPTION) REQUIREMENTS:

- I. **Current employment** in one or more areas of medical practice management.
- II. Preparation of an **employment letter, denoting your position and dates of employment (signed by employer)** and a **resume** of qualifying experience (minimum of two years experience).
- III. Full completion of the **Official Certification Application** and **ALL** supporting documentation.
- IV. **Continuing education totaling 60 hours** during the past three years from The American Academy of Medical Management in any area of practice management. Must include the 5-day course, Practice Management Intensive Training (PMIT).
- V. **Current American Academy Membership.**

OPTION TWO: (WITH EXAMINATION) REQUIREMENTS:

Note: As you see below, the examination is only one of the requirements; therefore the order in which you complete the requirements is of your own choosing. However, you MUST have a minimum of 18 months full time experience to sit for the examination.

- I. **Current employment** in one or more areas of medical practice management.
- II. Preparation of an **employment letter denoting your position and dates of employment (signed by employer)** and **resume** of qualifying experience (minimum of two years)) plus the PMIT course. At your option, you may take the exam prior to fulfilling all education qualifications.
- III. Completion of the **Official Certification Application** and **ALL** supporting documentation.
- IV. **Satisfactory score** on the Certification Examination.
- V. Completion of **at least 14 units** of Professional and Continuing Education Units. At your option, if you have at least 18 months experience, you may take the exam prior to fulfilling all education qualifications.
- VI. **Current American Academy membership.**

To obtain the total of 14 required units **your options include:**

1. **Medical Practice Management Experience Units:** Over the past three years, **ONE UNIT FOR EACH QUARTER YEAR**, full-time equivalent (up to 12 total units).
2. **Continuing Education Units:** Over the past THREE years, **ONE UNIT FOR EACH SIX HOURS** of instruction (no limit on the number of units). For this requirement, The American Academy will consider verifiable education from various associations and institutions of higher learning. **HOWEVER, COLLEGE COURSES ARE NO MORE THAN ONE UNIT PER ACCEPTED CLASS.**

If the applicant does not yet have 14 units, the following may also be applied:

- A. **Professional Contributions:** Earned in Practice Management or other directly related areas of the business of Medicine, over the past three years, one unit for each hour taught or each page published (up to two total units). **YOU MUST PROVIDE DOCUMENTATION IN THE FORM OF A COPY OF THE ARTICLE AS WELL A COPY OF THE PERIODICAL'S COVER.**
- B. **Awards, Professional Designations or related Credentials:** Earned in Practice Management or other directly related areas of the business of Medicine, over the past three years (up to two total units). **YOU MUST PROVIDE DOCUMENTATION IN THE FORM OF A CERTIFICATE OR LETTER FROM THE ORGANIZATION, WHICH GRANTED THE AWARD OR CREDENTIAL.**
- C. **Association Membership:** Over the past three years (one unit per full-year membership, up to two total units). **YOU MUST PROVIDE DOCUMENTATION IN THE FORM OF A COPY OF YOUR MEMBERSHIP CARD OR LETTER DENOTING YEARS(S) OF MEMBERSHIP.**

EXAMINATION TOPICS WILL INCLUDE from the perspective of the Practice Administrator:

- Operations
- Financial Management
- Personnel
- Managed Care
- Patient Management and Systems
- Medical Records
- Billing and Receivables
- Compliance and other related areas

FEES:

Application and Study Guide for either the Examination Option or No Exam Option: \$259 members, **(non-members not eligible)**.

Optional Study Session: No charge for this administration (we anticipate a charge in the future to fund faculty travel and handouts)

STUDY GUIDE: This guide will be made of select faculty handouts or slides from The American Academy's educational programs. The guide is not meant to be comprehensive and does not necessarily ensure higher test scores.

2012 CAPP M EXAMINATION SESSIONS

Saturday, March 24 2012 (Sheraton Sand Key, Clearwater Beach, FL)

Saturday, May 12, 2012 (University Center, Chicago, IL)

Saturday, November 17, 2011 (Doubletree, New Orleans, LA)

Doors Open: 7:00 a.m. / Registration: 7:30 a.m. - Exam Forms Preparation: 8:00 a.m.

Administration of the CAPP M Examination: 8:30 a.m. – 12:00 p.m.

Study Sessions: Thursday afternoon after daily PMIT sessions & Friday afternoon after PMIT program conclusion

CAPPM Application Information

Attach information as requested. Keep a copy for your records

Name: _____
(As you wish it to appear on your CAPPM Certificate should you meet eligibility requirements)

Title: _____

Organization: _____

Address: _____
(Note: Examination score will be sent to the address you provide.)

City: _____ State: _____ Zip: _____

Telephone: () _____ Fax: () _____

E-Mail Address: _____ Website: _____

CURRENT EMPLOYMENT

**Over the past three years, ONE UNIT FOR EACH QUARTER YEAR, full-time equivalent (up to 12 total units).
To verify this information, please forward a letter from each employer (denoting your position and dates of employment) going back three or more years.**

1. Current Title/Responsibility: _____

Job Description: _____

Organization: _____

Address: _____

Employment: From ___/___ to ___/___ Total Years: _____

2. Current Title/Responsibility: _____

Job Description: _____

Organization: _____

Address: _____

Employment: From ___/___ to ___/___ Total Years _____

CONTINUING EDUCATION INFORMATION (Going back no more than three years.)

For each AAMM program, attach a copy of BOTH SIDES of the Continuing Education Units form. Should your Continuing Education not be through AAMM, you must attach documentation showing your attendance. The documentation MUST BE signed and dated and denote the topics, number of contact hours/CEU units awarded. You may apply for the CAPPM credential without having completed all the required number of hours, however your application and potential certification expires 36 months from the date of application.

PLEASE NOTE: CEU UNITS: Over the past THREE years, ONE UNIT FOR EACH SIX HOURS of instruction (no limit on the number of units). For this requirement, The American Academy will consider verifiable education from various associations and institutions of higher learning. **HOWEVER, COLLEGE COURSES ARE NO MORE THAN ONE UNIT PER ACCEPTED CLASS.**

1. Name of Program: _____

Date: _____

Location: _____ Contact Hours: _____

2. Name of Program: _____

Date: _____

Location: _____ Contact Hours: _____

3. Name of Program: _____

Date: _____

Location: _____ Contact Hours: _____

4. Name of Program: _____

Date: _____

Location: _____ Contact Hours: _____

5. Name of Program: _____

Date: _____

Location: _____ Contact Hours: _____

6. Name of Program: _____

Date: _____

Location: _____ Contact Hours: _____

AWARDS AND PROFESSIONAL DESIGNATIONS

Up to two total units, one for each qualifying award and professional designation. During the past three years, any individual awards recognizing your practice management expertise or professional designations, such as certification or any other related fellowship credentials.

*Please provide complete information on the name, purpose, sponsoring organization, date, qualifications and any other data relevant to the award/recognition that you have earned. **PLEASE ATTACH SUPPORTING DOCUMENTATION – COPY OF AWARD OR LETTER OF ACHIEVEMENT.***

Professional Contributions: Earned in Practice Management or other directly related areas of the business of medicine, over the past three years, one unit for each hour taught or each page published (up to two total units). **YOU MUST PROVIDE DOCUMENTATION IN THE FORM OF A COPY OF THE SEMINAR/CLASS BROCHURE OR THE ARTICLE AS WELL A COPY OF THE PERIODICAL'S COVER.**

Awards, Professional Designations, or related Credentials: Earned in Practice Management or other directly related areas of the business of Medicine, over the past three years (up to two total units). **YOU MUST PROVIDE DOCUMENTATION IN THE FORM OF A CERTIFICATE OR LETTER FROM THE ORGANIZATION, WHICH GRANTED THE AWARD OR CREDENTIAL.**

1. _____

DATE RECEIVED: _____

2. _____

DATE RECEIVED: _____

3. _____

DATE RECEIVED: _____

ASSOCIATION MEMBERSHIPS

Up to two total units. One unit for each full-year membership of a national association or one-half unit for a local or state association during the past three years which is directly within the realm of practice management.

*Membership in professional associations related to the field of physician practice management is strongly encouraged. Such membership exposes the member to industry trends as well as opportunities for professional enhancement. **PLEASE ATTACH A COPY OF YOUR MEMBERSHIP CARD OR A LETTER FROM THE ASSOCIATION DENOTING YOUR LENGTH OF TIME AS A MEMBER.***

The American Academy of
Medical Management (AAMM)

Actual year(s) of membership:

Other recognized national, state or local association(s) to which you currently, or previously held, membership:

Name of Association: _____

Actual year(s) of membership: _____

Name of Association: _____

Actual year(s) of membership: _____

CAREER OPPORTUNITIES

Your privacy is our concern. When employers seeking a Certified Administrator contact the American Academy, would you like your contact information made available?

_____ Yes
(initials)

_____ No
(initials)

Please note that test scores are not available.

SIGNATURE

I certify that all the information contained in this application is accurate. I understand that all of the information I have provided herein may be verified, and I authorize such verification. I also agree, if awarded Certification status, to abide by the rules and regulations set forth by The American Academy.

Mail, scan/e-mail or fax completed and signed application with all supporting documentation and non-refundable application fee (\$259). Make sure you keep a copy for your records. Application must be dated and signed.

Print Name: _____

Signature: _____

Date: _____

The American Academy of Medical Management

Credentialing Department – Attention: Linda Hailey

560 West Crossville Road, Suite 104

Roswell, GA (Atlanta) 30075

Phone: (770) 649-7150

Fax: (770) 649-7552

E-Mail: LHailey@AAMMWeb.com

www.AAMMWeb.com

PLEASE KEEP A COPY OF APPLICATION AND ALL DOCUMENTATION FOR YOUR RECORDS

CAPPM Non-refundable Fee: \$259

Fee Includes:

CAPPM Application Fee

CAPPM Study Guide

CAPPM Study Session

CAPPM Exam

How Do I Keep My CAPPM Credential?

The initial CAPPM designation is bestowed for a period of three years. During that time, Recertification requirements must be achieved in order to continue the designation for three additional years. This enhanced credential will document the professional's ongoing commitment and experience, as well as provide credentials more advanced for the practice management professional's career. To obtain Recertification status, CAPPMs must continue their AAMM membership and meet the following requirements:

CAPPM RECERTIFICATION REQUIREMENTS:

- I. **Current employment** in one or more areas of medical practice management. You must include with this application an **employment letter, denoting your position and dates of employment (signed by employer)** and a **resume** of qualifying experience.
- II. Three full years as a **Certified Administrator in Physician Practice Management (CAPPM)**.
- III. Full completion of the **Official Certification Application** and **ALL** supporting documentation.
- IV. Continued American Academy membership.
- V. **Over the past three years a total of 21 units calculated as:**
 - one unit for each quarter year full-time experience (up to 12 total units),
 - one unit for each six hours of approved Continuing Education Units
 - one unit for professional contributions, awards and professional designations

If you do not meet the above 21 units of experience and educational requirements, successful completion of the current CAPPM Examination will qualify you.

To obtain the total of 21 required units **your options include:**

1. **Medical Practice Management Experience Units:** Over the past three years, **ONE UNIT FOR EACH QUARTER YEAR**, full-time equivalent (up to 12 total units).
2. **Continuing Education Units:** Over the past THREE years, **ONE UNIT FOR EACH SIX HOURS** of instruction (no limit on the number of units). For this requirement, The American Academy will consider verifiable education from various associations and institutions of higher learning. **HOWEVER, COLLEGE COURSES ARE NO MORE THAN ONE UNIT PER ACCEPTED CLASS.**

EXAMINATION TOPICS WILL INCLUDE from the perspective of the Practice Administrator:

Operations, Financial Management, Personnel, Managed Care, Patient Management and Systems, Medical Records, Billing and Receivables, Compliance, and other related areas.

FEES:

CAPPM Recertification Application: \$170 members (non members are not eligible) (non refundable)

AAMM SEMINARS THAT APPLY TO THE CAPPM CREDENTIALS

- Practice Management Intensive Training
- Practice Management Boot Camp
- Financially Managing the Practice for Maximum Profits
- Physician Salaries, Compensation and Productivity
- Executive Academy for Practice Administrators
- Physician Recruitment and Retention Intensive Training
- Advanced Physician Relations
- Making Immigration Work for Your Recruitment & Retention Needs
- Physician Recruitment & Retention Legal Issues, Contracts & Policies

Note: AAMM has offered numerous other seminars that may also be acceptable, as well as In-House/On-Site seminars.



The American Academy of Medical Management

560 West Crossville Rd. Suite 104

Roswell, GA (Atlanta) 30075

Phone (770) 649-7150 Fax (770) 649-7552

www.AAMMWeb.com