

Certification Education Activity Data Entry

Follow this link to the data entry page for educational points:

http://www.hfma.org/members_only/certification/education_activity.cfm

Click on the link above, if you are not already logged in, you will be required to log in before entering data.

Your page should look similar to this:

Education Activity

Hello Karen E. Jesernig!

Directions:

As an HFMA certified members maintaining certification, you are required and personally responsible for recording the education activities in which you have participated.

You must submit the required information for each education activity that you complete, with the exception of HFMA National activities for which you received a CPE letter from HFMA National. HFMA National will record these activities only.

For a description of eligible education activities, click [here](#).

For each education activity, enter the requested information. (All fields are mandatory to have the activity added to your record.) After entering the information, hit the submit button. By submitting the information, you are attesting to the accuracy of the information provided and agreeing to abide by the HFMA Code of Ethics.

Good Thru Date: 05/31/2007

Category	<input type="text" value="- Select Here -"/>
Type	<input type="text" value="v"/>
Exact Title	<input type="text"/>
Start Date	<input type="text"/> (mm/dd/yyyy)
End Date	<input type="text"/> (mm/dd/yyyy)
Location	<input type="text"/>
Sponsor	<input type="text"/>
Contact Hours	<input type="text" value="- Select Here -"/>
Number of Contact Hours	<input type="text"/>

Enter your education activity by filling out the boxes above. Then click on the submit button on the bottom of the page.

After you have entered a record, you should see the following confirmation screen:

Education Activity

The information entered has been processed.

To add another Education Activity to your record, click [here](#).

If you have more educational hours to add, click on 'here' to add more records.

Viewing Educational Activity

To view your Educational activity you must be logged into the HFMA website.

Once logged in you will see the following screen:

The screenshot shows the HFMA website's membership area. At the top left is the HFMA logo (healthcare financial management association). A navigation bar contains links: Profile Home | HFMA Directory | HFMA Home | Meetings | Store | Communities | Admin. On the right of the navigation bar are links for Login and Logout. A left-hand navigation menu lists: Profile (with sub-links: Karen Jessmig, ID: 7032145, Security), Profile Home, Contacts, URLs, Email Lists, Comments, Pages, Reports, Primary Forum, Secondary Forum, HFMA Home, and Help. The main content area is titled "Welcome to the HFMA Membership Area" and contains sections for: HFMA MEMBERSHIP DIRECTORY (with search instructions), Conditions of use, PROFILE INFORMATION (with instructions on viewing contact info), and Founders Points (with instructions on viewing totals and downloading a PDF file). A blue arrow points from the "Profile" link in the left navigation menu to the "Profile" section in the main content area.

Click on your name under Profile, this will bring up all your personal HFMA profile.

Navigation buttons: back, edit, events & orders, relationships, notes, activities, billing, security, more info, login as

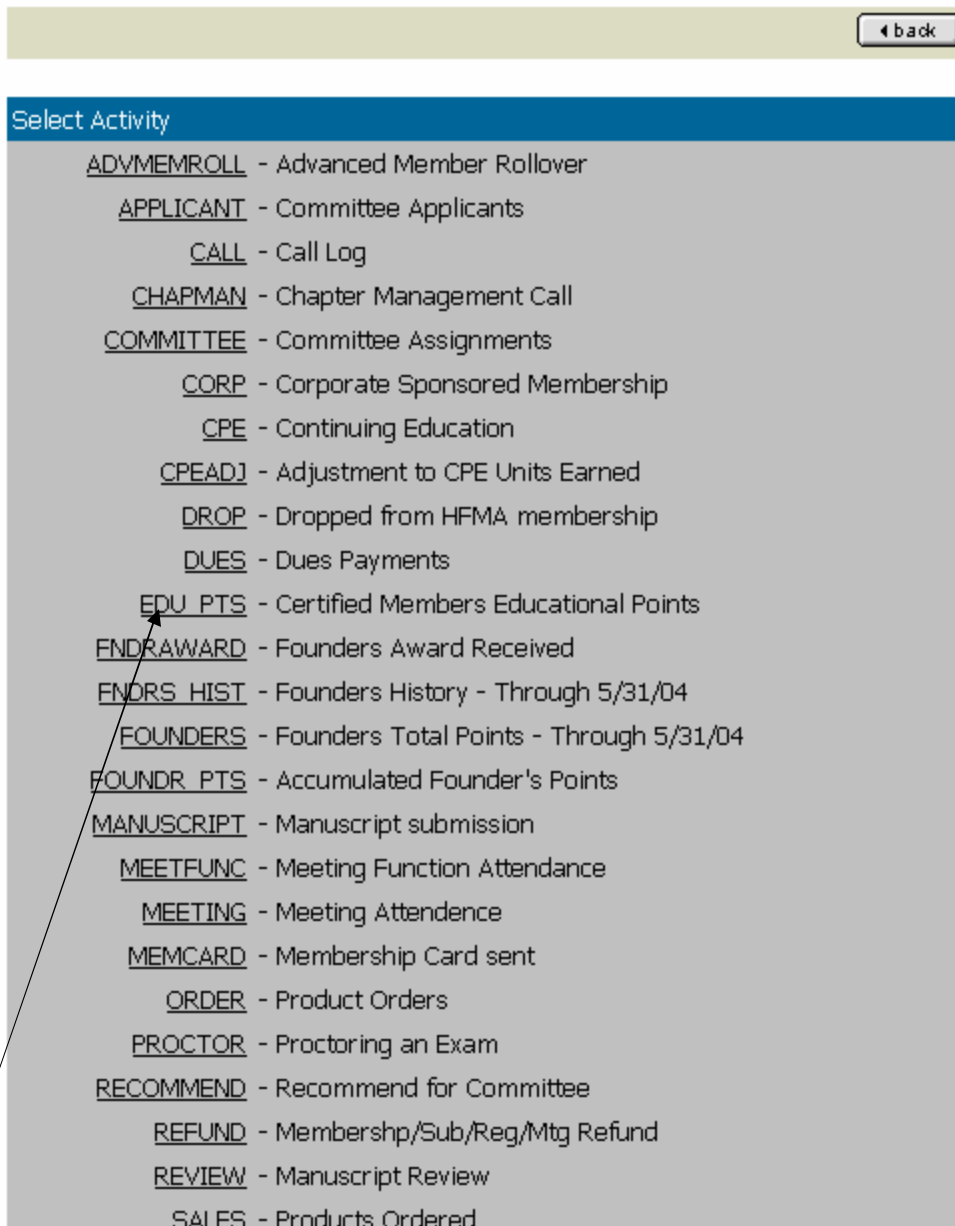
HFMA
Karen E. Jesernig

ID:	<u>7023145</u>	Record Type:	Non-member staff
ID:	7023145	Status:	Active
Org:	HFMA	Org ID:	2000577
E-Mail:	<u>kjesernig@hfma.org</u>	Prefix:	Mrs.
Work Phone:	(708) 531-9600 x325	Suffix:	
Home Phone:		Category:	
Toll Free:	(312) 553-1253	Member:	No
Fax:	(708) 492-4325	Org:	No
Chapter:	Employee Members	Exclude From Directory:	Yes
Title:	Programmer/Analyst	Gender:	F
Nickname:	Kar		
Designation:			
Birth Date:	07/10/1972		
Join Date:			

Click on the Activities button – this will bring up all the activities that HFMA has recorded for you.

This screen will list all the different types of activities that HFMA has recorded for you. Your activity list may differ from the one listed below:

Activities Available for HFMA - Karen E. Jesernig



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Select Activity

- ADVMEMROLL - Advanced Member Rollover
- APPLICANT - Committee Applicants
- CALL - Call Log
- CHAPMAN - Chapter Management Call
- COMMITTEE - Committee Assignments
- CORP - Corporate Sponsored Membership
- CPE - Continuing Education
- CPEADJ - Adjustment to CPE Units Earned
- DROP - Dropped from HFMA membership
- DUES - Dues Payments
- EDU_PTS - Certified Members Educational Points
- FNDRAWARD - Founders Award Received
- FNDRS_HIST - Founders History - Through 5/31/04
- FOUNDERS - Founders Total Points - Through 5/31/04
- FOUNDR_PTS - Accumulated Founder's Points
- MANUSCRIPT - Manuscript submission
- MEETFUNC - Meeting Function Attendance
- MEETING - Meeting Attendance
- MEMCARD - Membership Card sent
- ORDER - Product Orders
- PROCTOR - Proctoring an Exam
- RECOMMEND - Recommend for Committee
- REFUND - Membership/Sub/Reg/Mtg Refund
- REVIEW - Manuscript Review
- SALES - Products Ordered

Click on the EDU_PTS line and this will display all the detailed records of any educational points that you have entered into the system.

This is a list of your Educational Points details.

Activities of HFMA Karen E. Jesernig

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Type	Description	Date Entered	Ticker Date
EDU_PTS	HFMA Chapter Seminar	11/15/2004	11/15/2004
EDU_PTS	CFO Revenue Strategies Conference	11/15/2004	09/10/2004
EDU_PTS	Healthcare Conference	11/15/2004	10/11/2004
EDU_PTS	Manging Healthcare Opportunities	10/17/2004	11/15/2004

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You can click on any line of EDU_PTS to get specific details about each line item. Below, is an example of the detail screen.

Activity for HFMA - Karen E. Jesernig

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Activity Type:	EDU_PTS
Description:	HFMA Chapter Seminar
Date Entered:	11/15/2004 (mm/dd/yyyy)
End Date:	10/18/2004 (mm/dd/yyyy)
Start Date:	11/15/2004 (mm/dd/yyyy)
Type:	College Course
Category:	Presenter
Contact Hours:	Healthcare Finance
Total Points:	5.20
Description:	HFMA Chapter Seminar
Location:	Location : Chicago, IL/Sponsor: HFMA

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Click on the back button to return to the list of EDU_PTS detail screen.