



HEALTH CARE COLLECTION MANAGEMENT EXAM APPLICATION

SECTION A: CANDIDATE INFORMATION

Date:	Member ID (if known):
Name:	Company Name:
Mailing Address:	
City, State, Zip:	
Phone Number:	Fax Number:
E-mail Address:	

SECTION B: Recommended Training (not required)

Do you or your company hold a current subscription to *ACA International's Guide to State Collection Laws and Practices*? Yes No Date Subscribed: _____

Do you know hold the Professional Collection Specialist designation? Yes No Date Received: _____

SECTION C: Required Training

"Core" Seminars	Type of Training Delivery	Month & Year Completed
Health Care Collection Management	<input type="checkbox"/> Face-to-face seminar <input type="checkbox"/> Online seminar	
Ethical and Professional Collections	<input type="checkbox"/> Half-day face-to-face seminar <input type="checkbox"/> Online seminar	
Data Security and Privacy	<input type="checkbox"/> Half-day face-to-face seminar <input type="checkbox"/> Online seminar	

3-Year Renewal Notice:

- Individuals that hold the Health Care Collection Management designation are required to renew their designation every three years. To renew, submit the HCM Renewal form with \$25 renewal fee. In addition, you must complete one of the following options: 1. Attend two ACA Conference during the three-year renewal period out of the options below; 2. Attend six health care-related teleseminars within the three-year time period; or 3. Retake the Health Care Collection Management exam for \$50.

ACA Conference options:

- Spring Forum & Expo
- Fall Forum Conference

SECTION D: SIGNATURE

I certify that the information provided on this application is true and accurate to the best of my knowledge.

Candidate's signature: _____ Date: _____

SECTION E: PAYMENT INFORMATION – PAYMENT DUE WITH APPLICATION

ONLINE EXAM: **\$75**

RETEST: **\$75**

Please complete to determine amount due:

Exam Fee \$ _____

Retest _____

Total Amount Due with Application \$ _____

Check enclosed.

Visa / MasterCard / American Express (*Circle one*)

Account #:	Expiration Date:
Signature:	Print Name:

EXAM INFORMATION

- Program fee includes one final exam and applicable training materials.
- The candidate's testing ID number and PIN will be sent to the candidate within 10 business days upon receipt of this application.
- The exam is delivered online and is scored immediately. All candidates receive feedback on their performance on each area of the exam. The exam is a **closed-book** exam and takes approximately one hour to complete.
- You will have six months after receiving the log-in information via e-mail to complete the exam. If you do not complete the exam within six months, you must purchase a new exam.
- Candidates must achieve a score of 85% or higher to earn the designation. Candidates that do not pass the exam may purchase a retake exam at the current rate.
- Certificates for successful candidates will be sent out within approximately 30 days of completion of the exam.

ACA's Health Care Collection Management Designation is a mark of commitment to professionalism and dedication to continuing education. Those who achieve the designation have met specific educational requirements. Holding the designation is not a guarantee of performance, nor does the lack of the designation indicate a lack of capability.

Return to:	Campus ACA ACA International 4040 W. 70 th Street, Minneapolis, MN 55435
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Fax to:	(952) 922-6402