



American Board of Family Medicine, Inc.

Quality Health Care, Public Trust ... Setting the Standards in Family Medicine

Health Care Administration, Leadership, and Management

Certificate of Added Qualification

Non-ACGME-Accredited Training, Plus Practice Pathway Attestation Form

The candidate named below has applied for the ABFM Health Care Administration, Leadership, and Management Examination through the **Non-ACGME-Accredited Training, Plus Practice Pathway**. To be eligible to take the examination, the candidate must demonstrate that within the seven years (84 months) immediately preceding the date on which they submit their application, they have held a position that demonstrates responsibilities of a Leadership-Administration Position and an equivalent title for at least 24 months. The 24 months do not need to be contiguous. Additionally, the candidate must satisfy one of the training options listed on the next page. Current certification from the American Academy of Physician Leadership or the American College of Healthcare Executives counts for 12 months of credit toward this practice requirement.

Full Name: _____

ABFM ID: _____

Position Title	Organization	Start Date	End Date	Months
Position Description		Percent of time spent in HALM-applicable admin roles in last 12 months:		%

I currently hold American College of Healthcare Executives certification (12 months of credit). **Attach documentation.**

I currently hold American Association for Physician Leadership certification (12 months of credit). **Attach documentation.**

The remainder of this page is to be completed by an executive manager from the above-named organization.

I hereby attest that the information above is true to the best of my knowledge.

Print Name

Print Title

Sign Name

Date

Organization Name: _____

Organization Address: _____

Organization Phone: _____ Organization Email: _____

To report experience from more than one Leadership-Administration Position, please complete additional copies of this page.

Email completed forms to halm@theabfm.org or send by postal mail or fax to ATTN: HALM Coordinator (see below).



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Non-ACGME-Accredited Training Attestation Form

Please indicate your training by checking applicable box(es) and then provide detail below. Check all that apply. To report more than one fellowship experience, please complete additional copies of this page:

- I have an MHA or MBA degree that covers the HALM content
 - o Degree Date (MM/DD/YYYY): _____
 - o Degree Institution: _____
- Completed a fellowship of at least 12 months that reasonably addresses the HALM Core Content. The fellowship itself does not have to be ACGME-accredited, but the fellowship sponsor must be an ACGME-accredited residency program or ACGME-accredited institution.
- Completed a longitudinal rigorous leadership, management, and administrative program offered by a regional or national integrated health care system. These programs must reasonably address the HALM Core Content, be at least one year in length, contain a combination of in-person intensive sessions and mentored practicum/practical experiences in the health care delivery system, and include a formal evaluation process which may include a summative examination, or a capstone project evaluated by faculty.

Full Name: _____

ABFM ID: _____

Fellowship/Program Name	Fellowship/Program Type	Start Date	End Date	Months
Program Description: Please provide the items listed below on the "Additional Details" page:				
1. Please describe (or attach a description of) the curriculum, content, or in-person intensive portion of the program. This should demonstrate or indicate how this content aligns with the HALM core-content.				
2. Please describe the mentored/workplace-based, practical experiences of the training program. Please note from whom and how often you received feedback during this period.				
3. Please describe the formal evaluation process at the completion of the program.				

The remainder of this page is to be completed by the program director of the above-named fellowship program.

I hereby attest that the information above is true to the best of my knowledge.

Print Name

Print Title

Sign Name

Date

Institution Name: _____

Institution Address: _____

Institution Phone: _____ Institution Email: _____

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Non-ACGME-Accredited Training, Plus Practice Pathway Requirements

To fulfill the eligibility requirement, a Leadership Administration Position must be currently or previously held for a minimum of 24 months where at least 25% of the candidate's time was/is devoted to managing administrative functions with organizational impact in the following three areas:

1. Talent Management: Oversight and management of physicians and other staff which could include performance evaluations, compensation, hiring, and firing
2. Data Management: Use and analysis of data
3. Fiscal Responsibility: Oversight and management of budgets

**Candidates with leadership commitments of <25% time during a typical work week may be reviewed on an individual basis to determine if the level of involvement meets the spirit and intent of the practice pathway requirement. Specific, detailed descriptions of leadership responsibilities, with examples, will facilitate this review. Please also include the amount of administrative salary stipend (if any) you receive for this work.*

Credit for Certification by the American College of Healthcare Executives (ACHE) or the American Association for Physician Leadership (AAPL)

- Certification by ACHE or AAPL will provide a maximum of 12 months of credit toward the practice experience requirements. To receive credit, the physician's ACHE or AAPL certification must be current at the time the physician submits the application to the ABFM. Further, a physician can obtain credit for either ACHE or AAPL certification but cannot double-count certification by both ACHE and AAPL.

Training Requirement Details

To fulfill the training requirement, the candidate must complete one of the following non-ACGME-accredited training options:

- Successfully complete a fellowship of at least 12 months that reasonably addresses the HALM Core Content. The fellowship must be sponsored by an ACGME-accredited residency program or ACGME-accredited institution.
- Successfully complete a longitudinal rigorous leadership, management, and administrative program offered by a regional or national integrated health care system. These programs must reasonably address the HALM Core Content, be at least one year in length, contain a combination of in-person intensive sessions and mentored practicum/practical experiences in the health care delivery system, and include a formal evaluation process which may include a summative examination, or a capstone project evaluated by faculty.
- Successfully complete an MBA or MHA program from a reputable, accredited institution.



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Examples of Organizational Impact:

- Regular oversight of or participation in major negotiations with payers and/or industry to increase value and to include at-risk platforms
- Oversight of designing, justifying, implementing, monitoring, and measuring large-scale process improvements
- Oversight of organizational demand and capacity assessments with management of results to positively impact access, affordability, and satisfaction for patients
- Medically leading organizations through regulatory, accreditation, or certification processes such as Joint Commission, ACGME, etc.
- Oversight in an academic setting that improves learning and research
- Oversight of processes to assess and improve professionalism and organizational culture

Examples of Equivalent Titles:

1. Chief Clinical Integration (Network) Officer (population health)
2. Chief Clinical Officer (role includes nursing and other clinical services)
3. Chief Clinical Transformation Officer
4. Chief Compliance Officer
5. Chief Executive Officer
6. Chief Health Equity Officer
7. Chief Informatics (Information) Officer or Chief Medical/Clinical Information Officer
8. Chief Learning or Education Officer
9. Chief Medical Officer
10. Chief Operating Officer
11. Chief Quality Officer
12. Chief/Vice-President Quality and/or Patient Safety
13. City/County/State Public Health Commissioner (Deputy Commissioner)/ Director/Duty Officer
14. Clinical Research Officer Director
15. Dean or Senior Associate Dean
16. Department Chair/Selected Vice Chair
17. Designated Institutional Official
18. Government or Correctional Agency Healthcare Executive Director/Medical Director
19. Regional Medical Director (e.g., single specialty, multiple specialty, multi-state)
20. Vice-President Human Resources
21. Vice-President Medical Affairs
22. Vice-President Resource Stewardship