



# 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 Practice-Only Pathway Attestation Form

The candidate named below has applied for the ABFM Health Care Administration, Leadership, and Management Examination through the **Practice-Only 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 36 months. The 36 months do not need to be contiguous. If your most recent role is less than 24 months in duration, please attach additional sheets for previous HALM-related roles (with attestations) to provide documentation that you have held HALM roles for the required period. 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 of most recent role:		%

☐ 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. This must be a different individual than the applicant (self-attestations are not accepted).**

*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](mailto:halm@theabfm.org) or send by postal mail or fax to ATTN: HALM Coordinator (see below).



### Additional Details:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



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## Practice-Only Pathway Requirement Details

To fulfill the eligibility requirement, a Leadership Administration Position must be currently or previously held for a minimum of 36 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 to impact revenue, costs, and profits

*\*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.

### **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



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## 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