

# ABEM Eligibility Criteria for Health Care Administration, Leadership, and Management

Physicians seeking to take the certification examination in Health Care Administration, Leadership, and Management (HALM) must:

1. Be certified by the American Board of Emergency Medicine (ABEM) or other American Board of Medical Specialties (ABMS) Board that is not a co-sponsoring Board
2. Successfully complete the training pathway as specified in the HALM eligibility criteria
3. Complete and submit the application to ABEM
4. Actively participate in the ABEM continuing certification process
5. Fulfill the [Policy on Medical Licensure](#)
6. Comply with the [Policy on Board Eligibility for Subspecialties](#)

## ELIGIBILITY CRITERIA

### Fellowship Training Pathway

The Fellowship Training pathway requires that physicians successfully complete an Accreditation Council for Graduate Medical Education (ACGME)–accredited HALM fellowship. The ACGME accredits HALM fellowships of 12 and 24 months in length. The physician must successfully complete all months of training for which the HALM fellowship is accredited to fulfill the Board’s eligibility criteria. For physicians who apply through the Fellowship Training Pathway, ABEM will require independent verification of the physician’s successful completion of the HALM fellowship program from the HALM fellowship program director. The physician may submit a certification application during any regular application cycle; all fellowship training must be successfully completed by the date of the examination.

### Practice-Only Pathway

The Practice-Only Pathway will end December 31, seven years after the ACGME accreditation of the first HALM fellowship. To apply for certification through the Practice-Only Pathway, a physician must meet all the following criteria:

- The physician 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 all of the following responsibilities and [an equivalent title](#) for at least 36 months. The 36 months do not need to be contiguous. ABEM will require independent verification of the physician’s HALM experience from the physician’s direct supervisor(s).

## **Non-ACGME-Accredited Training-Plus-Practice Pathway**

The Training-Plus-Practice Pathway will end on December 31, seven years after the ACGME accreditation of the first HALM fellowship. To apply for HALM certification through the non-ACGME Training-Plus-Practice Pathway, a physician must meet all the following criteria:

- The physician must 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. ABEM will seek independent verification of the physician's successful completion of the non-ACGME-accredited HALM fellowship program from the HALM fellowship program director.
- The physician must demonstrate that within the seven years (84 months) immediately preceding the date on which the physician submits an application, the physician will have held a position that demonstrates all of the following responsibilities [and an equivalent title](#) for at least 24 months. The 24 months do not need to be contiguous. ABEM will require independent verification of the physician's HALM experience from the physician's direct supervisor(s).

## **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 under either the Practice-Only Pathway or the Training-Plus-Practice Pathway. To receive credit, the physician's ACHE or AAPL certification must be current at the time the physician submits the application to the ABEM. Further, a physician can obtain credit for either ACHE or AAPL certification but cannot double-count certification by both ACHE and AAPL. ABEM will seek independent verification of the physician's successful completion from the sponsoring organization.

## **Acceptable Leadership Experience and Responsibilities for Practice Pathway and Training-Plus-Training Pathway**

*\*ABEM will require verification of leadership-administration experience by an individual who served as a direct supervisor to the position/role during the same time as the experience occurred (e.g., Chief Executive Officer verification for leadership-administration experience as a Chief Medical Officer).*

### Leadership-Administration Position

The physician must demonstrate that she or he holds or previously held for a minimum of 36 months (Practice-Only Pathway) or 24 months (Practice-Plus-Non-ACGME-Accredited Training Pathway) where at least 50% of the physician's time is/was devoted to managing administrative functions with high-level organizational impact in each of the following three areas:

- **Talent management**
  - Oversight and management of physicians and other staff to include performance evaluations, compensation, hiring, and firing
- **Data management**

- Use and analysis of data to drive value
- **Fiscal responsibility**
  - Oversight and management of budgets to impact revenue, costs, and profits

*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

*\*\*ABEM reserves the right to request a copy of a job description, organizational chart, and/or CV/resume to provide clarifying information for any application.*

By way of examples and not limitation, administrative positions that may be considered eligible provided that the position meets the functional responsibility noted above could include:

1. Designated Institutional Official
2. Chief Medical Officer
3. Chief Clinical Officer (role includes nursing and other clinical services)
4. Chief Executive Officer
5. Vice-President of Medical Affairs
6. Vice-President Human Resources
7. Chief Quality Officer
8. Chief/Vice-President Quality and/or Patient Safety

9. Chief Operating Officer
10. Chief Compliance Officer
11. Chief Informatics (Information) Officer or Chief Medical/Clinical Information Officer
12. Chief Clinical Transformation Officer
13. Chief Learning or Education Officer
14. Vice-President Resource Stewardship
15. Chief Clinical Integration (Network) Officer (Population Health)
16. Chief Health Equity Officer
17. Dean or Senior Associate Dean
18. Clinical Research Officer Director
19. City/County/State Public Health Commissioner (Deputy Commissioner)/Director/Duty Officer
20. Regional Medical Director (e.g., single specialty, multiple specialty, multi-state)
21. Government or Correctional Agency Healthcare Executive Director/Medical Director

## Summarization of Eligibility Requirements for earning a FACHE

<https://www.ache.org/fache/earn-my-fache>

<b>Requirement</b>	<b>Explanation</b>
Membership	Be a current Member with one year of tenure as an ACHE Member, Faculty Associate or International Associate. Student Associate membership does not count toward tenure.
Advanced Degree	Earn a master's degree (or other post-baccalaureate degree). A copy of your diploma or final conferred transcript is required.
Healthcare Management Experience	<p>Currently hold an executive healthcare management position AND have a minimum of five years of healthcare management experience. A copy of your job description, organizational chart and resume is required.</p> <p>Eligible positions include C-suite executives, vice presidents and directors/department heads. Applicants whose management authority is at a project and/or program level do not qualify. Examples of this level of authority might include analyst, coordinator, program manager, project manager and specialist. Administrative fellowships, residencies and internships do not qualify.</p> <ul style="list-style-type: none"> <li>• Physicians – Physicians must hold a department director/head-level position where at least 50% of their time is devoted to managing administrative functions such as controlling departmental budgeting, planning and staffing</li> </ul>
References	Obtain two references. The first reference is a structured interview, either face-to-face or by telephone, between you and a current Fellow. The second reference is in written form, and should come from another current Fellow, or a senior leader within your organization. The name of each individual providing a reference on your behalf is required for your application.
Continuing Education	Complete a minimum of 36 continuing education hours related to healthcare management and administration within the three years prior to submitting an application (12 hours must be ACHE Face-to-Face education).
Volunteer Activity	Complete four volunteer activities within the three years prior to submitting an application. Two of these activities must be community/civic and two of these must be healthcare-related activities.
Board of Governors Exam	Passing the exam is the final step to earning FACHE. <a href="https://www.ache.org/fache/the-board-of-governors-exam/board-of-governors-exam-outline">https://www.ache.org/fache/the-board-of-governors-exam/board-of-governors-exam-outline</a>

## Eligibility to Earn CPE Through AAPL

<https://www.physicianleaders.org/education/certified-physician-executive>

Requirement	Explanation
Be a licensed M.D. or D.O.	
Health Care Leadership Experience	Have at least one cumulative year of health care leadership experience and significant managerial oversight as described in the <a href="#">Capstone Leadership Criteria</a> . Candidates must attest to significant lessons learned, physician leadership position(s) and dates/time spent in each role(s).
Board Certification	Be (or have been) board certified in a clinical specialty recognized by the ABMS or AOA, or an equivalent recognized board certification commission in the country in which they reside and are licensed to practice.
Clinical Practice	Three years' experience in clinical practice beyond residency and fellowship training.
Certified Physician Executive Curriculum/Qualifying Graduate Management Degree Program	Complete the <a href="#">Certified Physician Executive curriculum</a> (170 hours of CME) OR have a qualifying graduate management degree program. (MBA, MMM, MHA, MPH, MS-HQSM, MS in management, etc.)
Once eligibility requirements are met, the physician must complete a CPE Capstone, which is a live three-day certifying program and is the final step in achieving the CPE credential.	