

CPRH

Consultant of Policy & Reimbursement for Healthcare

CPRH Exam Policy

For CPRH Exams taking place in 2018.

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CPRH Exam Policy

Applicable for any CPRH Exam conducted in the year 2018.

Last updated April 5, 2018

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The CPRH is an exam for individuals to be designated a Consultant for Reimbursement and Policy for Healthcare (referred to as “CPRH”).

By apply for and/or participating in the CPRH Exam, operated by Ateris Corporation, you agree that you accept, agree and will to adhere to the policies set forth in this document.

The term “Exam”, “CPRH Exam” or “the exam” refers to the actual examination process, including the application to the exam, participation in the exam, and subsequent use of the CPRH designation an individual.

The term “exam operator”, refers to Ateris Corporation. Ateris Corporation is the sole owner and operator of the CPRH Exam, its programs, processes and intellectual property.

The terms “you”, “exam applicant” or “applicant” refers to the individual actually applying for, and/or taking the CPRH exam.

This policy is effective for CPRH exams taking place in the year 2018.

You may correspond with the CPRH exam operators through the follows means of communication:

E-mail: supportdesk@cprhexam.com

Phone/Fax: +1 (818)-334-5881

Mailing Address

Ateris Corporation

Attn: CPRH Exam

21550 Oxnard St, 3rd Floor, PMB #042

Woodland Hills, CA, 91367

Summary of the CPRH Exam Process

To take the CPRH Exam, you must first apply to take scheduled exam, on time, in order to be considered as a candidate for the CPRH exam. All required sections must be completed, or the application will be rejected.

A new application must be completed for each new instance of taking the CPRH Exam.

The operators of the CPRH exam will review the stated qualifications for adherence to the professional experience standards requirement for candidacy. If your application is approved, you will receive a notification containing instructions to pay the exam fee.

Once the exam fee is paid, you must attend the scheduled exam, in person. Full payment of the appropriate exam fees is required for applicants to take the CPRH exam.

The CPRH exam may be conducted either in person or through an online (internet) electronic testing system.

Standards for Exam Applicants

All CPRH exam applicants must have a working knowledge of English writing, except for cases described in the section “Accessibility” below.

Applicants must exhibit the highest levels of professional conduct, be of good character, and attest to not be suspected or convicted of any crime. The exam operator has the sole discretion to determine if an applicant meets the criteria for professional conduct.

Applicants will be evaluated on their individual merit and relevant work experience. The evaluation will occur without any decision regarding a candidate’s race, color, religion, sex, age, disability, national origin, ancestry, sexual orientation, gender identity, marital status, parental status, veteran status, military discharge status, citizenship status or source of income or any other protected status.

Applicants for the CPRH exam must demonstrated three years of relevant professional experience prior to being accepted to take the exam. The exam operator has the sole discretion to determine which individuals have demonstrated sufficient levels of relevant professional experience.

Guidelines for Professional Experience: Relevant professional experience must be demonstrated pertaining to one or more of the following fields of work:

- Health Policy: such as the regulations, medical policies and laws pertaining to healthcare.
- Healthcare Reimbursement: The coverage, coding and payment related to payment to healthcare providers, hospitals and vendors in the United States
- Healthcare economics: The study of healthcare cost and utilization pertaining to one or more therapies, and its impacts to patients, payers and healthcare systems in economic terms.
- Healthcare Strategic Pricing: Setting the price, or tiering/structuring of prices for goods and services, and contractual arrangements to secure patient access for healthcare.
- Healthcare market access: The rules, regulations and procedures to obtain coverage for a medical product or service.
- Managed Care: The industry of insurance carriers and employers responsible for insuring a group of patients for their healthcare needs.
- Healthcare Insurance: The products, policies and systems that offer healthcare insurance in the United States.

The exam operator has the sole discretion to amend, change or utilize other publically available information to determine areas of professional work which qualifies as “relevant” for purposes of apply/maintaining a CPRH designation.

Through the examination process, the candidate must demonstrate knowledge of the above areas by sufficiently completing all portions of the CPRH exam. The exam operator will determine if a candidate sufficiently completes an exam. If an application is not approved, you will not be able to take the CPRH exam that was applied for. You are welcome to submit a new application at a later time in order to take a CPRH exam on a different date.

If a candidate completes the qualification processes (i.e. the CPRH Exam) deemed appropriate by the CPRH exam operators, that individual may use the designation “CPRH” in written communications displayed after their names to identify this achievement. Please see the section “Maintaining the CPRH Designation” for additional information regarding use of the CPRH designation after sufficiently completing the qualification processes.

Conduct of the CPRH Exam

Dates and Times of the CPRH Exam

The CPRH exam operator will make every effort to conduct an examination of CPRH candidates on dates and times listed on the CPRH Exam website (www.cprhexam.com). All dates and times listed on the CPRH Exam website or stated in any communications by the exam operator are subject to change at any time. The exam operator may add, modify or cancel any scheduled or unscheduled exam at any time and for any reason, and may do so without advance notice to any party.

Applicants must arrive to the currently scheduled CPRH exam location at the time specified by the exam operators. Exam applicants must be present at the exam site for the entire scheduled period of time as specified by the exam operator.

Force Majeure, Applicant Cancellation and Waiver of Liability, Choice of Law and Choice of Forum, Severability

Ateris Corporation will not be held responsible for any changes, cancellations to a scheduled or unscheduled Exam in the event of any weather conditions or acts of God; riots, civil unrest, embargoes, war, hostilities, or unsettled international conditions; strikes, work stoppages, slowdowns, lockout, or any other labor-related dispute; government regulation, demand, directive or requirement; shortages of labor, fuel, or facilities. Ateris Corporation will not be held responsible or liable for any instance of the exam applicant’s late arrival or cancellation of the exam for any reason including those related to medical reasons. By applying for or participating in the CPRH exam, you agree that Ateris Corporation is hereby waived of any responsibility and/or fault for circumstances described in this section.

The laws of the state of California govern this agreement (without giving effect to its conflicts of law principles). All claims and disputes arising under or relating to this Agreement are to be settled by binding arbitration in the state of California. An award of arbitration may be confirmed in a court of competent jurisdiction.

If any provision in this agreement is, for any reason, held to be invalid, illegal, or unenforceable in any respect, that invalidity, illegality, or unenforceability will not affect any other provisions of this agreement, but this agreement will be construed as if the invalid, illegal, or unenforceable provisions had never been contained in this agreement, unless the deletion of those provisions would result in such a material change that would cause completion of the transactions contemplated by this agreement to be unreasonable.

Exam Process

1. On arrival to the CPRH exam, applicants must provide government-issued photo identification to the exam operators. This identification must exactly match the information provided on the respective person's exam application. If this information is not provided in a timely manner, the applicant will be disqualified from taking the exam.
2. The applicant may bring one personal item (e.g. a bag or backpack), which may not be used or opened at any time in the exam room.
 - a. The applicant may use any type of pencil, and/or a ball point or felt-tip pen with blue or black ink.
 - b. The applicant may bring a calculator device that has the sole purpose of calculation functionality and use it during the exam; however, all cell phones, tablets, smart watches or any other type of personal electronic device may not be used at any time during the exam, whether or not they have a calculator function. The exam operators will disqualify any candidate who is found to intentionally use a personal electronic device for the exam, and the applicant's exam will be marked as a failure without the right to retake the exam.
3. The applicants will be seated in the exam room at the exam location no later than 10 minutes prior to the start of the exam. If any applicant is not seated in the exam room by the time determined by the exam operator, the applicant will be disqualified from taking the exam.
4. While in the exam room, applicants must turn off all personal electronic devices, such as cell phones, tablets, smart watches, and any audio or video recording or listening devices such as headsets or headphones. Exceptions are outlined in the section labeled "Accessibility." The exam operators will disqualify any candidate who is found to intentionally use a personal electronic device for the exam, and the applicant's exam will be marked as a failure without the right to retake the exam.
5. A short presentation will be given prior to the exam. This will include the specific exam schedule, key reminders and any additional pertinent information.
6. Once the exam begins, applicants may not converse with any other exam applicants or talk for any reason. Exam applicants may only speak to the exam proctor who will be present at all times during the exam process.
7. The exam will be provided in specific sections that will be collected at intervals throughout the schedule time. Once that section is collected by the exam proctor, the exam may not be modified or viewed by the applicant for any reason.
8. The exam may not be removed from the exam room by the applicant for any reason.
9. A break will be provided after the first 60 or 90 minutes of the exam. Exam applicants will have the opportunity to use the restroom and, if outside the exam room, may utilize their personal electronic devices. Applicants must return to their seats in the exam room

at the scheduled time. If any applicant is not seated in the exam room by the time determined by the exam operator, the applicant will be disqualified from taking the exam.

10. If, during the exam, there are questions or comments, applicants must approach the exam proctor. The exam proctor will make every effort to resolve the question during the exam. If the matter cannot be resolved during the exam, the exam operators will record the question or concern and take appropriate action at a time following the exam.

Exam Grading and Scoring

The CPRH exam will consist of several sections, and applications must pass each section in order to pass the exam. Each section will test the applicant on knowledge of a specific area of information. Except for the written portion, all questions will be in multiple choice or “True/False” format.

Each section of the exam, except for the written section, will consist of 5 to 10 questions. To pass the CPRH exam, the applicant must pass each section by selecting the correct answer 50% or more times in that specific section. If an exam applicant does not pass each section by 50% or more, then the entire exam will be marked as a failure.

For the written section of the exam, applicants must coherently describe their answer to a prompt. There will be at least one written section. The written section will be graded on a scale of 0 to 3, using the following rubric.

Written Section Grade	Description of Standard
0 - Failing	Not Done or Severely Incoherent. Displays no knowledge of the CPRH designee relevant areas.
1 - Failing	Displays minimal knowledge of CPRH designee relevant areas, provides limited insights and lacks application of concepts. Provides no relevant examples.
2 – Adequate – PASS	Shows sufficient knowledge of CPRH designee relevant areas. Shows adequate knowledge of real world application of concepts. Provides at least one relevant example.
3 – Above Average – PASS	Shows more knowledge of relevant areas than most candidates. Provides more than one relevant example. Shows clear thinking and proficiency and strategic thinking.

For the written section of the exam, writings earning grades of 0 or 1 will be marked as a failure. Writings earning grades of 2 or 3 will be marked as passing for that specific written section. If an

exam applicant does not pass each written section with a score of 2 or 3 in each section, then the entire exam will be marked as a failure.

The exam operators will give every possible benefit to the applicant's scores, including rounding and, if appropriate and necessary, scaling of exam grades. The applicant may not request any re-grading of the exam, nor will they be allowed to receive a copy of the actual exam that was submitted for grading.

Following the grading of the exam, applicants will receive notification of their scores via e-mail or physical mail. Applicants will receive a document outlining their scores in each section for their reference. Applicants will not receive information regarding a specific score for any particular question. This communication will also specify if the applicant has earned the CPRH designation.

If you do not pass the CPRH exam, you are welcome to submit a new application to take a CPRH exam on a different date. A new application must be completed and a new registration fee must be paid for each new instance of taking the CPRH Exam. The only exception to this rule is if the applicant fails the exam on their first attempt, and subsequently re-takes the exam, as described in the section labeled "Policy for Re-taking or Deferring the CPRH Exam."

Exam Candidate Policies

Policy for Re-taking or Deferring the CPRH Exam

Note: "initial exam" refers to the exam that the candidate actually applied to and paid for. These policies do not refer to subsequent "re-takes" of the exam.

If an approved exam candidate either:

- a) fails their first attempt of taking the exam that they initially applied for, or
- b) requests to defer their initial exam to a later time, or
- c) does not arrive for their initial exam in a timely manner, or leaves during the exam for a reason not covered in the "force majeure" section above

That exam candidate will be allowed one (1) re-take of the exam without being charged an additional exam fee. The re-take of the exam must take place at the next available scheduled exam, as determined by and at the discretion of, the exam operator.

The applicant must commit to the re-take of the exam within 30 days of notification from the exam operators. The notification from the exam operators may take place through either e-mail, phone call or physical mail.

No subsequent re-takes of the exams are allowed after a re-take has been scheduled. If the exam candidate cancels or defers their re-take of the exam for any reason, or does not notify the exam

operator of their choice of the re-take within 30 days of notification from the exam operators, the option to re-take the exam is voided, and may not be used again.

If the candidate does not meet the criteria described above, or is disqualified from taking the exam, the candidate must apply to take the CPRH exam at another time with a new application, meet the qualifications for acceptance to take the exam, and pay a new exam fee.

Exam Fees and Refunds

All candidates must pay the respective exam fee prior to being allowed to take the exam. If full payment of the exam fees are not paid to the exam operator by the time of the exam payment deadline, that exam applicant will not be allowed to take the scheduled exam.

Prior to the respective exam fee date deadline, as published on the CPRH website and/or communicated by the exam operator, exam applicants may receive a full refund of their exam fees on request for any reason.

On the day of, or after the exam fee date deadline, as published on the CPRH website and/or communicated by the exam operator, exam applicants will not receive a refund of the exam fees for any reason, including medical reasons. If the applicant is disqualified by the exam operator from taking the exam, they will not receive a refund of the exam fees. If an applicant wishes to cancel or defer their exam to a later time, they may do so in accordance with the exam deferral policy listed in the section labeled “Policy for Re-taking or Deferring the CPRH Exam.”

Expenses Related to the CPRH Exam

Expenses such as hotel accommodations, education and/or training, food and/or travel expenses are the responsibility of you, the individual exam candidate. Any expense incurred to take the CPRH exam are the responsibility of you, the individual candidate. The exam operator will not reimburse the exam applicant for any expenses.

Accessibility

The exam operator will make all legally required and reasonable accommodations to conduct the exam for individuals with mental or physical disabilities. For circumstances related to accommodations, the exam operator will closely follow the procedures defined in Title 4, Division 1, Chapter 7, Rule 4.82 of the Rules of the State Bar of California. These accommodations will be reviewed and processed on a case by case basis.

To request accommodations for the exam taking process, exam candidates must file a written petition with the exam operators on or before the specific applicable exam deadline. There are no exceptions for late requests. To initiate the process, please contact us describing your desire to initiate a request for accommodation. You may contact us in one of the following ways:

E-mail: supportdesk@cprhexam.com

Phone/Fax: +1 (818)-334-5881

Mailing Address (note: petitions must be postmarked by the exam due date):

Ateris Corporation

Attn: CPRH Exam

21550 Oxnard St, 3rd Floor, PMB #042

Woodland Hills, CA, 91367

Maintaining the CPRH Designation, for exams passed in 2018

For designations earned in 2018: Individuals who pass the CPRH exam are allowed to use the designation for two (2) years following the last day of the month of the exam date. Within that two year period, the individual must provide the exam operator (Ateris Corporation) with certificate of completion attendance at an approved healthcare policy related course, or submit a minimum 1,200 word description of the individual's relevant healthcare policy work within that time period. Please contact us to determine if a specific course may be considered for this requirement. If this requirement is met, the individual's CPRH designation is renewed for an additional 2 years. If these requirements are not met, the individual must stop using the designation "CPRH", and must take the exam again in order to earn use of the designation. This process is repeated for each two year period following passing the exam date.