

HFMA e-learning Order Form

Introductory Certificate in Healthcare Finance in England for General Practice

Introductory Series:

Aimed at helping non-finance professionals - including general practitioners, practice managers and other general practice staff - to improve their knowledge and understanding of various aspects of NHS finance. This certificate also aims to provide you with the opportunity to find out more about the specific aspects of finance which are particularly relevant to your changing role within the NHS.

The Introductory Certificate includes...

This includes five e-learning modules and a copy of our best selling publication 'Introductory Guide to NHS Finance in the UK - 10th Edition'. Participants will be required to choose five of the modules listed below. Please note that module 1 - Introduction to NHS Finance in England is compulsory.

EXCLUSIVE OFFER (UNTIL 31ST MARCH 2012):

Introductory Certificate: £110 +VAT per user (Original price: £165 +VAT)

Extra Modules: £25 +VAT per user

The Introductory Series Syllabus

| | |
|----|---|
| G1 | Introduction to NHS Finance in England |
| G2 | Introduction to Governance in the NHS |
| G3 | Introduction to Payment by Results |
| G4 | Introduction to Costing |
| G5 | Introduction to Practice Based Commissioning |
| G6 | Introduction to the Foundation Trust Financial Regime |
| G7 | Introduction to Primary Care Finance |
| G8 | Introduction to Business Cases |
| G9 | Introduction to Understanding the Accounts (PCT's) |

PLEASE NOTE

- Each module includes an assessment test with a pass mark of 80%. This should be completed after the learning section of the module and can be taken as many times as necessary within the 12 month licence period.
- Additional distance learning texts are provided for each module.
- No classroom style learning is required.
- Module choices need to be made before an individual can be set up on the system.
- Further modules are constantly being developed; please check our website for up-to-date information. Individual syllabus sheets are available on request, or can be downloaded from our website: www.hfma.org.uk/e-learning

TERMS AND CONDITIONS:

- By signing this order form I agree to be bound by the HFMA terms and conditions for the supply of e-learning services. The terms and conditions can be found at www.hfma.org.uk/e-learning. A hard copy can be provided by HFMA upon request.
- Users are to be assigned to licences within 12 months from the purchase date.
- Once a learner has been set up, their licence lasts for 12 months.

E-learning Faxback Sheet

Please fax to: 0117 929 4844

Total number of Introductory Certificates in Healthcare Finance in England for General Practice

Please complete this form along with your user details and module reference numbers.

If there are more names than space will allow for, please email elarning@hfma.org.uk for a new user spreadsheet.

For larger orders, names and module preferences can be supplied over a phased basis.

Please fax completed form to: **0117 929 4844**

Alternatively you can post it to: **HFMA, Albert House, 111 Victoria Street, Bristol, BS1 6AX**

| First Name | Surname | Email Address | Module Number(s) |
|------------|---------|------------------------|------------------|
| Joe | Bloggs | joe.bloggs@email.co.uk | 1, 2, 3, 9, 11 |
| | | | |
| | | | |
| | | | |

Title (Mr, Mrs, Ms, Miss)

Surname

First name(s)

Job title

Organisation

Telephone

Fax

Address (for invoice and/or correspondence)

Email address

EXCLUSIVE OFFER: UNTIL 31ST MARCH 2012

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Method of Payment

Cheque Enclosed: Made payable to HFMA

BACS Transfer: This should be made to:

Natwest Bank Plc, Chester Corporate Business Centre, Union Street,
Chester, CH1 1UA

Sort Code: 60-40-08. A/C Name: HFMA. Account number: 79860508.

Please fax confirmation of your bank transfer to us on
0117 929 4844 or post to the above address

Invoice, quoting 'Purchase Order Number'

Credit card

Please call 0117 938 8994 or e-mail elarning@hfma.org.uk

