

ACMPE Board Certification Session

Session 1: Board Certification Preparation Overview

Connie Leffler, CMA, CMM, FACMPE
Practice Manager

CLARK Just for Women Health Solutions
Jeffersonville, IN

KMGMA Spring Conference
March 10 & 11, 2022

KMGMA ACMPE Forum Rep



Learning Objectives

- Outline program eligibility
- Examine the requirements to advance
- Break down preparation course materials

Why Pursue Board Certification?

Assess

The Personal Inventory, Knowledge Assessment, Body of Knowledge quizzes and the ACMPE community all help you evaluate your current knowledge base.

Learn

MGMA provides learning resources for every level of experience.

Certify

Certification increases your professional credibility and establishes your competence.

Excel

Continue to enrich and supplement your knowledge through learning opportunities.

Which pathway to certification do I take?

PATHWAY ONE

If you hold:

- Bachelors degree *or* 120 hours of college credit
and
- Two years of healthcare experience

PATHWAY TWO

If you do not hold, YET:

- Bachelors degree *or* 120 hours of college credit
and/or
- Two years of healthcare experience

Note: For pathway two, you must complete both requirements before taking the scenario-based exam, within three years of your application approval date, and before earning your CMPE.

Pathway One:

WHEN YOU APPLY

- You must be an MGMA member.
- Purchase your ACMPE Board Certification Application (purchase on MGMA website).
- Submit your application for review of your education and health care requirements.

ONCE ACCEPTED INTO THE PROGRAM

- Pass multiple choice exam
- Pass scenario-based exam
- Earn 50 hours of continuing education
- Receive Board approval for your CMPE designation

NOTE:

Applicants will have three years from their application approval date to complete all board certification requirements.

Pathway Two:

WHEN YOU APPLY

- You must be an MGMA member.
- Purchase your ACMPE Board Certification Application (purchase on MGMA website).
- Submit your application for review, note how much education and healthcare you have completed, and agree to pathway two.

ONCE ACCEPTED INTO THE PROGRAM

- Multiple choice exam
- Earn 50 hours of continuing education

BACHELORS OR 120 CREDIT HOURS AND TWO YEARS IN HEALTHCARE COMPLETED

- Scenario-based exam
- Receive Board approval for your CMPE designation

NOTE:
Applicants will have three years from their application approval date to complete all board certification requirements.

ACMPE Board Certification Requirements

Exams

1. Pass multiple choice exam

- 175-items to be tested on within three hours and 15 minutes
- Registration fee is \$165
- “Choose 1” Item Type

2. Pass scenario-based exam

- 90-items to be tested on within two-hours (18-25 scenarios)
- “Choose 1, 2, or 3” and “Drag and Drop” Item Type
- Registration fee is \$165
- If you are in pathway two, then this exam may only be taken once the education and experience requirements have been met.

ACMPE Board Certification Requirements

Exams

Flexible Examinations

- ACMPE program participants can register and sit for their exams with as little as two days' notice any time of the year.
 - Once exams are purchased, you have one year to use them with flexible rescheduling as needed.
- Candidates can choose Face to face or Live-Online Proctored through January , 1, 2020.
- Live-Online Proctoring can be taken from any environment you feel comfortable.
- Face to Face 500 Facilities across the United States, 98% of candidates are within 15 miles of a Scantron testing center.
- Flexible scheduling/rescheduling, for more information:

<https://www.mgma.com/certification/board-certification/acmpe-program-participants/exam-information>

ACMPE Board Certification Requirements

Exams

Scoring

- Calculating the number of correct responses in the examination produces your examination score.
- Uses scaled scoring, similar to the college entrance ACT test.
- Scale scores provide a consistent scale of measurement, so that from one test administration to the next, the same scaled score represents the same level of knowledge.
- Released after completion of exams, onsite and in score portal
- Detailed result information can be found in score portal if not passed.

ACMPE Board Certification Requirements

Exams

Tips for your Multiple-Choice exam

- Answer all questions
- Take each question at face value
- Rule out options
- Read every question and option
- Come back to questions
- Do not be confused
- Trust your gut

ACMPE Board Certification Requirements

Exams

Tips for your Scenario-based exam

- Read each question carefully to make sure you understand what the scenario is presenting and process all important information.
- Do not try to answer the questions prior to reading and understanding the scenario.
- Read all the choices before selecting your answer and be sure to notice if it is asking you to choose one, two, or three.
- Scenario based questions are written to assess your action items based on the given scenario, do not answer as it relates to your practice.

ACMPE Board Certification Requirements

Continuing Education

3. Continuing education – 50 hours

- 30 hours - MGMA National, State, Local
 - Webinars
 - Article assessments
 - Lunch and learns
- 12 of the 30 hours - LIVE learning from MGMA National, State, or local
 - Live webinars
 - Face-to-face events
- 20 hours - Qualified sources that pertain to the medical practice management field or MGMA
 - Recognized professional associations/organizations
 - College coursework
 - Formal presentations
 - Distance learning with interactivity

ACMPE Board Certification Requirements

Continuing Education

Remember...

- You can start earning CE up to 30 days prior to your nominee acceptance date of either pathway.
- Your 50 hours of CE credit can be earned before, during, or after you take your exams. You choose what works best for your pathway.
- You can log your hours from the MGMA website by selecting *My Dashboard* then *Manage my Account* then *Add ACMPE Continuing Education*.

ACMPE Board Certification Requirements

Board Approval

4. Board Approval

- The Certification Commission and the MGMA Board vote monthly to confer and award the CMPE designation to individuals who have completed these requirements.
- Once you complete your requirements, no further action is needed. Each month around the 15th reports are ran and hours are reviewed for those who qualify.

ACMPE Board Certification Requirements



We will be doing an overview of the Body of Knowledge next!



Body of Knowledge

What is the Body of Knowledge (BOK)?

- It serves as a repository of industry knowledge, a guide to practice management, an assessment of competency and a learning tool.
- The BOK also serves as the exam blueprint for MGMA members who are pursuing certification and fellowship.

The Six Domains



Overview - Preparation Course

Sessions 1 through 7 are self-study modules

Session 1: Preparation Overview

Session 2: Operations Management Review

Session 3: Financial Management Review

Session 4: Human Resources Management Review

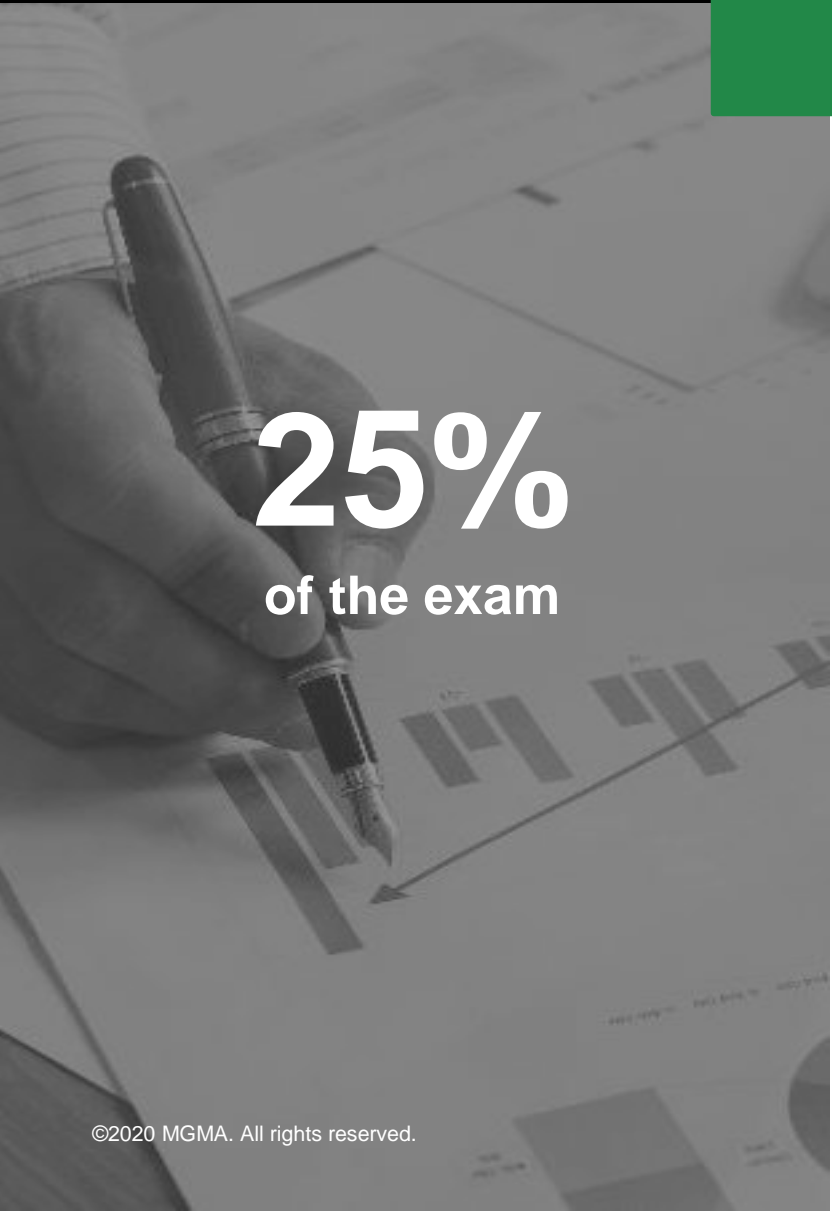
Session 5: Transformative Healthcare Delivery Review

Session 6: Risk and Compliance Review

Session 7: Organizational Governance Review

Session 8: Live Question-and-Answer Session

Session 2: Operations Management Review



25%
of the exam

Building an effective business plan and managing daily operations

This review session focuses on optimizing practice operations through process improvement and project management. We explain the use of strategic planning and a master budget in a medical group practice. We discuss purchasing and asset management, why it is important to provide high-quality and safe environments, when to outsource business services, how to manage information technology in the practice and why marketing and communication plans are important. Common benchmarks for physician compensation and performance are discussed.

- Distinguish a process improvement program
- Outline strategic planning and budgeting in a group practice
- Break down effective facility design for quality and safety reasons

Session 3: Financial Management Review

25%
of the exam

Maintaining financial systems to ensure a profitable practice

This review session focuses on financial management, including coding and billing concepts, payer reimbursement policies and revenue cycles, cash flow management, accounts payable management, payroll systems management, budget management and the audit processes. A list of key terms is included.

- Break down the regulations of coding and billing
- Outline revenue cycle and cash flows
- Analyze the accounting and budget process

Session 4: Human Resources Management Review

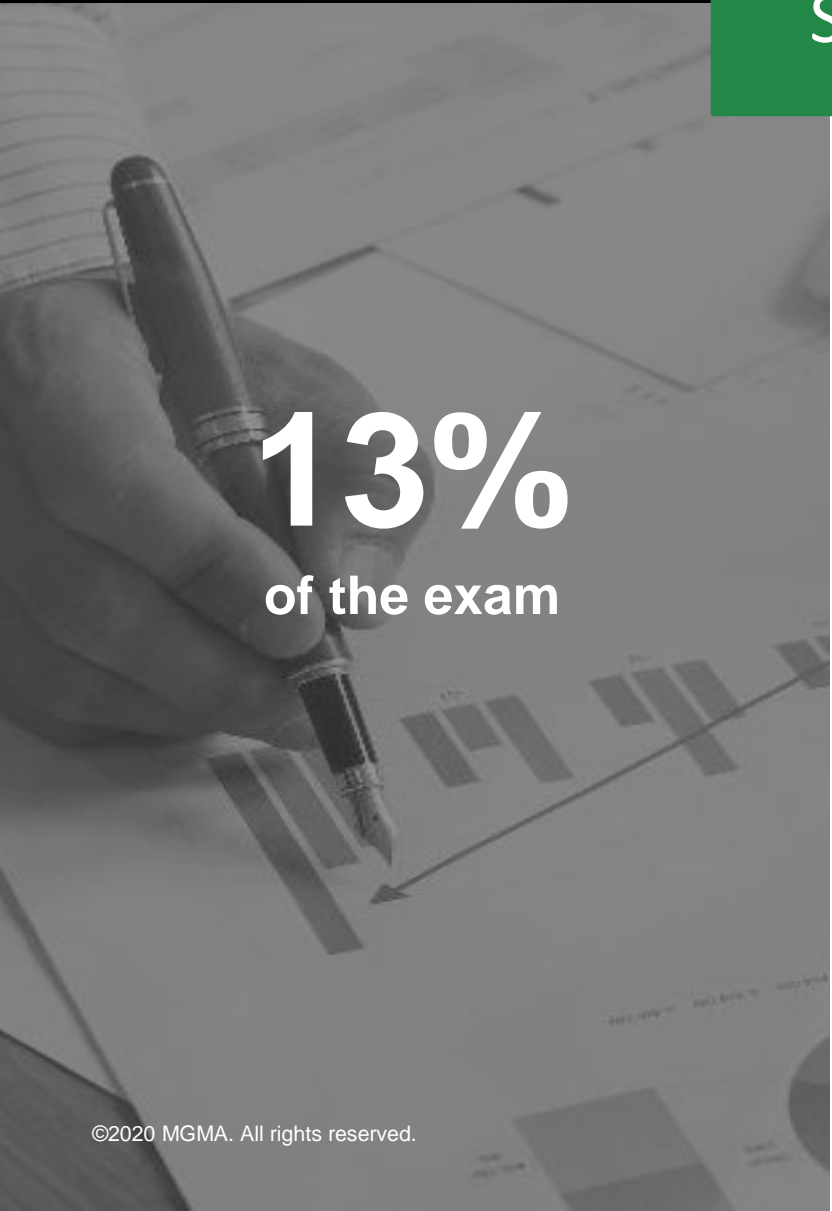
15%
of the exam

Utilizing human resources to achieve and enhance organizational performance

This review session focuses on human resource management. We discuss staffing plans, clinical and nonclinical staff retention, training and development, staff compensation, benefit plans and staff performance evaluations.

- Analyze staffing plans and strategies
- Outline staff compensation and benefit plans
- Examine the performance evaluation process

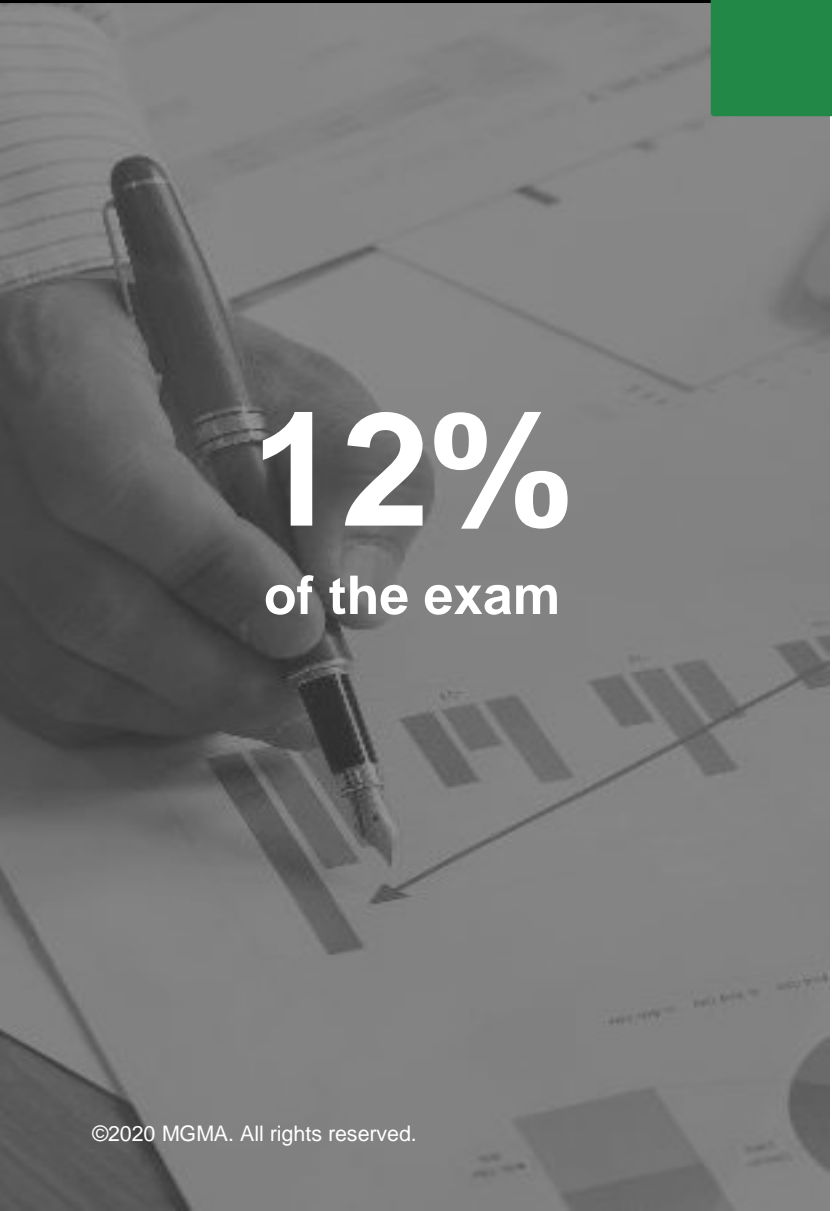
Session 5: Transformative Healthcare Delivery Review



13%
of the exam

Please summarize like the other domains.

Session 6: Risk and Compliance Review



12%
of the exam

Protecting organizations from medical malpractice and adverse legal events

This review session discusses risk management processes and how to handle adverse events. Also reviewed are specific federal and state laws and regulations and requirements for accreditation and licensure.

- Examine policies and procedures that will reduce the potential for adverse events
- Outline a compliance program that follows all laws and regulations
- Point out accreditation and licensure requirements for providers and the practice

Session 7: Organizational Governance Review

10%
of the exam

Ensuring effective governance and leadership through policies and strategic direction

This review session focuses on an organizations legal structure and governance and how to implement a corporate mission, vision, and values statement

- Break down corporate legal structures and governance for organizations
- Outline the corporate mission, vision, and values statement in an organization
- Examine change management

Session 8: Board Certification Preparation

Live Question-and-Answer Session

This review session is a LIVE event during which we will review the steps on how to obtain ACMPE board certification, hold an open discussion to identify any personal gaps in knowledge and answer any outstanding questions attendees may have upon completion of the seven ACMPE review sessions.

- Outline the steps of how to become board certified
- Examine any personal gaps in knowledge of the study materials
- Analyze any personal post-session questions

ACMPE Board Certification Examinations Guide

Please download and review

Why is this important:

- Exam Blue Print
- It is key that you can:
 - Understand
 - Apply
 - Implement
 - Identify differences
 - Know when to use
 - Apply the skill

TIP:

Rate your self on each area, as this is what you are tested on.

ACMPE Preparation Course - Community

You are auto-enrolled into the Member Community



News and Insights/MGMA Advance

From the MGMA website: Free Content on the Areas of the Exam

A personalized learning pathway through the essentials of Practice management.

After rating yourself on the Exam Guide, or when you have question throughout the Series, be sure to look at the News and Insights Tab to learn more on a specific topic.

News and Insights

MGMA Advance

MGMA

Resources to Help Prepare for your Exams

Board Certification Practice Assessment

- Available online
- Questions are linked to resources that can be used for further study
- The assessment can be taken more than once to track your knowledge development

Exam Workbook

- Available in e-book and hard copy format online

Body of Knowledge Review Series

- Available in e-book and hard copy format online

Questions?

Connie Leffler, CMA, CMM, FAMCPE
KMGMA ACMPE Forum Rep
502-523-1221
Email: cll032012@yahoo.com

MGMA®