



## Continuing Education Credit Submission Guide Instructions

Calculate your credit hours with the attached Calculation Worksheet and submit your hours online with the following instructions:

1. Go to MGMA.org
2. Log in by using your email address or member ID# and password
3. Choose **MY DASHBOARD** box from the upper right corner
4. Choose **MANAGE MY ACCOUNT** under the Welcome, Your Name
5. **ACMPE TRACKING** from the left column under **MANAGE MY ACCOUNT** which follows (MY EVENTS, SAVED ITEMS, and MY NOTIFICATIONS)
6. Click on the third white box in the center “**ADD ACMPE CONTINUING EDUCATION HOURS**”
7. Click “**CLAIM MY ADDITIONAL CREDITS**” box on the left
8. Complete four entries (Date Earned (end date of the conference), Amount Earned, Session Type, Session Source, and Session Name).
9. **SUBMIT**
10. Allow 24-48 hours for credit-hour submissions to be reflected on your transcript
11. You DO NOT need to mail or fax any paperwork.
12. Retain a COPY of your calculation worksheet and any other continuing education documentation.  
ACMPE reserves the right to audit online entries randomly.

**ACMPE membership information:** The American College of Medical Practice Executives (ACMPE), MGMA’s standard-setting and certification body, grants nationally recognized certification and Fellowship designations to medical practice executives and leaders. If you are not a member of ACMPE and apply for admission within 30 days of this program, you might receive credit for attending this program upon acceptance into ACMPE.



Continuing Education Credit Submission Guide  
Calculation Worksheet

Title of Conference or seminar: Kentucky MGMA Spring Conference  
 Number of credit hours: \_\_\_\_\_  
 End date of program: March 16-17, 2023  
 Location: Embassy Suites UK Coldstream, Lexington, KY

Thursday, March 16<sup>th</sup>

Time	Session	Hours earned
9:00 – 10:00 am	IGNITE THE BURNED OUT—HOW LEADERSHIP INSPIRED THE DISENGAGED	1.0 _____
10:30 am – 11:30 am	USING DATA DRIVEN METRICS AND MANAGEMENT DASHBOARDS TO INCREASE EFFICIENCY IN OPERATIONS	1.0 _____
12:30 – 1:30 pm	THE PATH FORWARD: UNDERSTANDING THE PATHWAY TO VALUE	1.0 _____
2:00 – 3:00pm	IMPROVING THE PATIENT EXPERIENCE WHILE IMPROVING THE BOTTOM LINE	1.0 _____
3:15 – 4:15 pm	Roundtable Breakout Sessions (Choose One) ACMPE/FACMPE Workshop The Quality Payment Program: Traditional MIPS and the Transition to MVPS Digital intake: A better experience for both patients and staff Revenue Cycle Pitfalls and Use of Interims for Staff Shortages	1.0 _____

Friday, March 17<sup>th</sup>

8:15 – 9:15 am	UNspoken RISKS OF OPIOIDS AND THEIR MORE EFFICACIOUS ALTERNATIVES	1.0 _____
9:30 – 10:30 am	SUSTAINABLE STRATEGIES TO SUPPORT RESILIENCY AND PROFESSIONAL WELL-BEING IN HEALTHCARE PROFESSIONALS	1.0 _____
10:30 – 11:30 Am	STATE LEGISLATIVE UPDATE	1.0 _____

**TOTAL** \_\_\_\_\_

**Maximum hours assigned\* 8.0**

\*ACMPE has granted credit hours for this continuing education program based on a review of a program description submitted by the sponsoring organization. The review is intended to verify the content relevance and number of instructional contact hours only.

**Please submit hours online at [mgma.org](http://mgma.org)**  
Keep this worksheet for your records. **Do not fax or mail.**