



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 Fall Conference
 Number of credit hours: _____
 End date of program: September 14 - 15, 2023
 Location: Marriott Louisville East, Louisville, KY

Thursday, September 14th

Time	Session	Hours earned
9:00 – 10:00 am	PERFORMANCE IMPROVEMENT IN THE AREAS OF BUILDING TRUST, HANDLING STRESSFUL DISRUPTION, AND DECISION MAKING/PROBLEM SOLVING	1.0 _____
10:30 am – 11:30 am	CREATING A CULTURE FOR SUCCESS	1.0 _____
12:30 – 1:30 pm	RE-IMAGINING RECRUITMENT AND RETENSION STRATEGIES INA POST-PANDEMIC WORLD	1.0 _____
2:00 – 3:00pm	OUTLIERS, INCIDENTS AND COMPLAINTS – HOW DISADVANTAGE CAN BECOME AN ADVANTAGE	1.0 _____
3:15 – 4:15 pm	Roundtable Breakout Sessions (Choose One) ACMPE/FACMPE Workshop Locum Tenens: Controlling the Bottom Line Security Awareness Training	1.0 _____

Friday, September 15th

9:30 – 10:30 am	BRIDGING THE PAYER/PROVIDER RELATIONSHIP IN DELIVERING QUALITY PATIENT CARE	1.0 _____
11 am – 12:30 pm	STATE LEGISLATIVE UPDATE	1.5 _____

TOTAL _____

Maximum hours assigned* 7.5

*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
Keep this worksheet for your records. **Do not fax or mail.**