



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 14 - 15, 2024
 Location: Embassy Suites UK Coldstream, Lexington, KY

Thursday, March 14th

Time	Session	Hours earned
8:30 – 9:30 am	A STRATEGIC APPROCAH TO LEADERSHIP, STRESS, AND COMMUNICATIONS	1.0 _____
9:45am – 10:45 am	HUMAN RESOURCES 101: BASIC HR FOR NON-HR MANAGERS	1.0 _____
11: 0 AM – noon	LEVERAGING KEY METRICS FOR OPERATIONAL EXCELLENCE IN YOUR EMPLOYED PROVIDER NETWORK	1.0 _____
1:00 – 2:00pm	SMALL GROUP WORKSHOPS	1.0 _____
2:15 – 3:15pm	SECURITY AWARENESS AND IMPLEMENTATION	1.0 _____
3:15 – 4:15 pm	Roundtable Breakout Sessions (Choose One) ACMPE/FACMPE Workshop Managing FMLS for Non-HR Managers The Principles of Physical Security	1.0 _____

Friday, March 15th

9:15 – 10:15 am	UTILIZATION OF PA/NP WORKFORCE IN THE CURRENT HEALTHCARE ENVIRONMENT	1.0 _____
10:30 – 11:30 am	REVOLUTIONIZING PHYSICIAN HIRING WITH AI & DATA SCIENCE: APPLYING MONEYBALL CONCEPTS IN HEALTHCARE RECRUITMENT	1.0 _____
11:30 am – 12:30 pm	STATE LEGISLATIVE UPDATE	1.0 _____

TOTAL _____

Maximum hours assigned* 9.0

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