



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 5 - 7, 2025
 Location: Embassy Suites UK Coldstream, Lexington, KY

Wednesday, March 5th

Time	Session	Hours earned
3:30 – 4:15pm	STAFFING CHALLENGES – AVOIDING THE LANDMINES	1.0 _____
4:15 – 5:00Pm	BUILDING A FOUNDATION OF SUCCESS: DEVELOPING YOUR OWN MEDICAL ASSISTANT ORIENTATION	1.0 _____

Thursday, March 6th

Time	Session	Hours earned
8:30 – 9:30 am	THE FUTURE OF WORK IN HEALTHCARE: ENGAGING TEAMS, DRIVING WELL-BEING, AND LEADING DIFFERENTLY	1.0 _____
9:45am – 10:45 am	BRAVE NEW WORLD: EXPLORING POST-ELECTION HEALTHCARE THROUGH THE EYES OF CONSUMERS	1.0 _____
11: 0 AM – noon	ELEVATING THE ONBOARDING EXPERIENCE: STRATEGIES FOR SEAMLESS INTEGRATION	1.0 _____
1:00 – 2:00pm	TRANSFORMING YOUR TEAM INTO A PERFORMANCE POWERHOUSE!	1.0 _____
2:15 – 3:15pm	SMALL GROUP WORKSHOPS	1.0 _____
3:15 – 4:15 pm	Roundtable Breakout Sessions (Choose One) ACMPE/FACMPE Workshop Verbal Judo: Tactics to Diffuse Conflict Streamlining Provider Credentialing and Enrollments	1.0 _____

Friday, March 7th

9:00 – 10:00 am	COMMUNICATION AND RELATIONSHIP MANAGEMENT INSIGHTS FROM OUR KMGMA BOARD LEADERS	1.0 _____
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10:30 – 11:30 am	MEANINGFUL DATA ANALYSIS IN THE HEALTHCARE DELIVERY SECTOR	1.0	_____
11:30 am – 12:30 pm	STATE LEGISLATIVE UPDATE	1.0	_____

TOTAL _____

Maximum hours assigned* 11.0

*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.**