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 2026 Premier Conference

Number of credit hours: _____

End date of program: October 22-23, 2026

Location: Embassy Suites UK Coldstream, Lexington, KY

Thursday, October 22nd

Time	Session	Hours earned
8:30 – 9:30 am	THE LEADERSHIP SHIFT: REDEFINING SUCCESS BEYOND PERFECTION	1.0_____
9:45am – 10:45 am	AI AND SECURITY READINESS IN HEALTHCARE	1.0_____
11:00AM – noon	WASHINGTON LEGISLATIVE UPDATE	1.0 _____
1:00 – 2:00pm	DESIGNING THE FRICIONLESS PRACTICE: DEPLOYING HUMAN-CENTRIC AI FOR SMARTER CLINICAL WORKFOWW	1.0_____
2:15 – 3:15pm	TABLE TALK DISCUSSIONS	1.0_____
3:15 – 4:15 pm	Roundtable Breakout Sessions (Choose One) ACMPE/FACMPE Workshop The Front Office Bottleneck – fax, reference, intake using AI	1.0_____

Friday, October 23rd

9:00 – 10:00 am	A CONVERSATION WITH OUR KMGMA BOARD LEADERS	1.0	_____
10:30 – 11:30 am	AI IN DIRECT PATIENT CARE: ATTENTION OFF THE COMPUTER AND ON THE PATIENT	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.**