



## 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 15-16, 2022  
 Location: Marriott Louisville East, Louisville, KY

Thursday, September 15<sup>th</sup>

Time	Session	Hours earned
9:00 – 10:00 am	KNOWING YOUR PURPOSE	1.0 _____
10:30 am – 11:30 am	OVERCOMING OBSTACLES	1.0 _____
12:30 – 1:30 pm	RESILIENCE, HOPE AND GRATITUDE IN GRITTY TIMES – CRITICAL TEAM SKILLS	1.0 _____
2:00 – 3:00pm	NO MORE FAXES: HOW DIGITIZING REFERRALS CAN INCREASE REVENUE AND DECREASE BURNOUT	1.0 _____
3:15 – 4:15 pm	Roundtable Breakout Sessions (Choose One) ACMPE/FACMPE Workshop The Intersection of Operations and Marketing Today	1.0 _____

Friday, September 16<sup>th</sup>

8:15 – 9:15 am	CULTURE, ENGAGEMENT AND RESULTS	1.0 _____
9:30 – 10:30 am	DEVELOPING HIGH PERFORMANCE TEAMS	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**  
Keep this worksheet for your records. **Do not fax or mail.**