



## Scenario-based exam tip sheet

The American College of Medical Practice Executives (ACMPE) scenario-based exam will assess your knowledge of medical practice management principles and issues, problem-solving and decision-making skills. The scenario-based exam consists of 25 question sets, each presenting a scenario followed by three to four questions that focus on critical skills/knowledge that a candidate would be expected to show in the described situation and are drawn from the six domains in [The Body of Knowledge for Medical Practice Management, 3<sup>d</sup> Edition](#). Examinees have 120 minutes to complete the 90 question scenario-based exam.

### Tips for answering scenario-based questions

- Read each question carefully to make sure you understand what the scenario is presenting and process all important information.
- Do not try to answer the questions prior to reading and understand the scenario.
- Answer all of the questions. If you don't know the answer, you have a 25% chance of guessing correctly, and no points are deducted for incorrect answers.
- Skip any questions you have difficulty answering and come back to them after reviewing the other questions in the set. Completing other questions or re-reading the challenging question may give you a different perspective and help you to answer it.
- Read all the choices before selecting your answer and be sure to notice if it is asking you to choose one, two or three.
- Trust your instincts. Once you have answered a question, don't change your answer unless you are certain that your first choice is wrong. Research shows that most changed answers go from the correct choice to an incorrect one.

### Exam preparation

**Gain insight:** Sign up for the ACMPE Board Certification Network in the Member Community on [mgma.org](http://mgma.org). ACMPE Fellows and Certified Members are available to answer your questions and support you in your exam preparation.

**Focus on further study:** Pick your weakest domains and focus your efforts there. Search [mgma.org](http://mgma.org) for specific articles, resources, tools and educational products to review key concepts, terminology and regulatory issues in a particular domain.

### Domain emphasis in the exam

Financial Management	24%
Human Resource Management	17%
Operations Management	29%
Organizational Governance	7%
Patient-Centered Care	8%
Risk & Compliance Management	15%

**Scoring:** [Scale scores](#) provide a consistent scale of measurement, so that from one test administration to the next, the same scaled score represents the same level of knowledge. A scaled score ensures comparability in reporting across test forms.