2014-2015

Board Certification and Fellowship Manual

MGMA
Medical Group Management Association
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Welcome

Introduction to ACMPE
Established in 1956, The American College of Medical Practice Executives (ACMPE) is the credentialing authority of MGMA. ACMPE is responsible for overseeing and administering the Association’s certification and Fellowship requirements and the Body of Knowledge for Medical Practice Management.

You’ve made a great career decision!
Earning board certification and Fellowship through ACMPE is one of the best decisions that a medical practice professional can make and is a positive and personally rewarding experience that pays off in premier professional designations.

Certification presents its members with an opportunity to advance along a personal career path, gain unparalleled professional knowledge and participate in high-level networking.

Support is guaranteed
The pursuit of certification isn’t a solo journey. You can count on guidance and resources from MGMA, the oldest and largest member organization representing medical group practices.

Resources include education programs, professional development assessments, workshops, the Body of Knowledge for Medical Practice Management and more. Find a full listing at mgma.org.

The ACMPE Certification and Fellowship Policy Manual is your personal guide to professional advancement.
Overview

Introduction to the process
As you progress along the certification path, you will boost your job performance and gain national recognition as a medical practice executive. Here’s to a very successful journey!

Step 1: Get started
Membership in MGMA
Current membership in MGMA is required to participate in the board certification and Fellowship programs.

Submit the Board Certification through ACMPE program application and fee
Submit a one-time application fee and your completed application form.

Meet the eligibility requirements
Eligibility to enter the program includes two or more years of experience in the profession of medical practice management or other healthcare management position, including at least six months in a direct supervisory role (submitted as part of application form and process). Once your eligibility has been verified, you will receive notice of your acceptance as a Nominee in the board certification program.

Step 2: Earn Certified Medical Practice Executive (CMPE) status
This step signals your commitment to professional development and to earning a nationally recognized professional designation. By passing two examinations and earning continuing education hours, you earn the CMPE designation.

Step 3: Earn Fellowship in the ACMPE (FACMPE) status
After earning the CMPE designation, pursue Fellowship. Achieving the Fellow in the American College of Medical Practice Executives (FACMPE) designation, the highest distinction in medical practice management, demonstrates that you’ve made a significant contribution to your career and your profession.
Earning the CMPE designation

Get started
- Be a current MGMA member.
- Complete the ACMPE board certification program application process.
- Meet the eligibility requirement of two years of healthcare management experience, including at least six months in a direct supervisory role.
- Receive notice of your acceptance as a Nominee.
- Begin earning continuing education hours.

Nominee status
Your Nominee date is the month, day and year on which your application, including the eligibility requirements of two years of healthcare management experience and six months in a supervisory role, is verified. You will receive official notice of your acceptance as a Nominee after your application is received and your eligibility verified.

As a Nominee, you will engage in a program of continuous professional development and establish your plan to pursue board certification. Assess your readiness by reviewing the content covered on the exams in the Body of Knowledge for Medical Practice Management (BOK), and access resources and free quizzes by clicking on the domain links. You may also download the Body of Knowledge brochure.

You also have a network of certified colleagues who have also chosen to excel in the profession. You can find others who have accepted this same challenge in the Member Community at mgma.org/community and by subscribing to the “ACMPE Board Certification Network” discussion group.

Maintain your Nominee status
To maintain your status as a Nominee and candidate in the ACMPE board certification program, you must maintain current membership in MGMA.

Exams

Once your board certification application is approved you are eligible to take the multiple choice and essay exams.

Multiple choice examination
The purpose of the multiple choice exam is to assess knowledge and understanding of the broad scope of medical practice management principles and practices. The questions on the multiple choice exam represent the six management domains identified in the Body of Knowledge for Medical Practice Management.

This exam reflects the knowledge and skills required to address day-to-day situations and occurrences. Though some questions are based on theory, most require practical application. In
addition, the questions apply to a variety of group-practice environments, whether small or large, single- or multispecialty, university-based or freestanding facilities.

With the assistance of a psychometric testing consultant, all exam questions are statistically analyzed to ensure the reliability of the examinations and the quality of each test item.

The multiple choice exam consists of 175 multiple choice questions. You have three hours and 15 minutes to complete the multiple choice exam. The percentage of emphasis by domain is:

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

Multiple choice exam score
Calculating the number of correct responses in the examination produces your examination score. Credit is given for correct responses. No points are awarded for incorrect responses, omitted responses or multiple responses to a single question. Consequently, you should attempt to answer all of the questions to the best of your ability.

The required passing score is 500. The multiple choice examination uses scaled scoring, similar to the college entrance ACT test. The multiple choice exam uses a scale from 200 to 800.

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. MGMA utilizes multiple exam forms and some forms may be more difficult than others. A scaled score ensures comparability in reporting across test forms.

Essay examination
The purpose of the essay examination is to assess your ability, as reflected in a written response, to understand and apply the skills outlined in the Body of Knowledge for Medical Practice Management to improve organizational performance. The essay exam assesses your in-depth knowledge of medical practice management principles and issues, problem-solving and decision-making skills.

The essay examination consists of three questions based on critical incidents that require you to assess a situation and prescribe a course of action. Questions are open ended, allowing for multiple problem-solving approaches, and are drawn from the Body of Knowledge’s six knowledge domains.

You have 90 minutes to complete the essay exam. Your responses must be written in formal essay style. You will not have access to spelling or grammar assistance during the exam.
Essay exam score
Essay responses are evaluated using the following criteria:
- In-depth knowledge
- Problem-solving and decision-making skills
- Completeness
- Organization
- Written communication skills

Using the conventional letter grade scale of A+ to C-, three teams of three ACMPE Fellows evaluate your essay responses. Each team evaluates one of your responses, so a total of nine individuals are involved in grading your entire essay examination. While there is the possibility of an absolutely incorrect response for some questions, there are usually several correct responses to a question. Your final score is calculated by averaging all nine grades provided by examiners. A composite score of B or better is required to pass the essay exam. With the assistance of a psychometric testing consultant, all essay exam grades are statistically analyzed to ensure the reliability of the examination.

Exam administration
We offer the multiple choice and essay computerized exams four times a year at approximately 500 facilities across the United States. Castle Worldwide is our partner in delivering the certification exams.

Exam registration deadlines
The registration deadline for the exams is approximately one month before the scheduled exam window. Choose one of the following to register for exams:
- Register online
- Contact the Service Center toll-free at 877.275.6462, ext. 1888.

Within two days, you will receive confirmation of your registration via email. If you do not receive this correspondence, contact the Service Center before the exam window closes to ensure that we’ve received your registration.

Notice to schedule
Within five business days of paying your exam registration fees, you will receive a “notice to schedule” email. You will receive one notice to schedule per exam. This will include your personal user name and password, allowing you to make your exam appointment at a designated testing facility.

With your user name and password in hand, follow the link provided in the email to locate a specific exam site and schedule a date and time to take the exams. Please note that you must book one appointment per exam. If you have registered for both exams, you must book two appointments. Exam site hours vary by location. Please note that exam appointments are made on a first-come, first-served basis, so scheduling early will help ensure the best choice of appointment time and location. Castle Worldwide, our testing vendor, will provide you, via email, directions to your selected exam site, procedures and other information.

Exam cancellations
All cancellations prior to scheduling an exam appointment are subject to a $25 fee per exam.

Cancellations occurring after scheduling an exam appointment, or rescheduling an exam appointment, are subject to a $50 fee per exam by ACMPE’s exam vendor, Castle Worldwide.

Exam registration fees are only valid for current exam dates and are not transferrable. If you wish to reschedule your exam for a different period, you must first cancel your current registration and register during the exam period of your choice.

If you need to reschedule within the current exam date block, you may do so by calling Castle Worldwide at 919.572.6880. Please note that the $50 fee per exam rescheduling still applies.

To cancel your exam, please contact MGMA toll-free at 877.275.6462, ext. 1888. If you are canceling four or more days prior to your exam date, you will receive a $100 refund per exam. No-shows for the testing appointment and cancellations occurring less than four days in advance will not receive a refund.

If you have questions please contact MGMA toll-free at 877.275.6462, ext. 1888.

**Exam day procedures**
Business casual attire is appropriate for all examination sessions. You must present photo identification, such as a driver’s license or passport, to the proctor when checking in at the examination site. You should also bring your exam appointment confirmation email.

**Americans with Disabilities Act accommodations**
Call the MGMA Service Center at 877.275.6462, ext. 1888, if you have a special need and require accommodation to participate in the examinations. All such requests must be made no later than 30 days prior to the exam window.

**ACMPE confidentiality policy**
Exam questions, exam responses and identification of examinees constitute proprietary information and are the confidential and sole exclusive property of MGMA. You are expressly prohibited from disclosing or discussing any exam questions, responses or examinee identification. You are prohibited from making copies or attempting to make copies of exam materials.

You may use the access to the ACMPE exams solely for the purpose of taking the exams; you may not reproduce, distribute, display or otherwise attempt to access or obtain any information made available to you in connection with the ACMPE exams.

Except as necessary for you to take the exams, MGMA hereby expressly reserves all rights in and to the exam questions and all other information and materials provided or made available to you in connection with the exams. Violation of any of these terms and conditions will require that MGMA take all appropriate actions to remedy or prevent such disclosure or misuse.
Exam results

Exam results indicate whether or not you passed the exam. Only a passing result is recorded on your ACMPE transcript.

- You will access your results for the multiple choice exam through a secure, online portal approximately two weeks after the close of the exam period. You will receive additional instructions on accessing the portal once the results are available.
- Results for the essay exam are emailed approximately eight weeks after the exam session closes to allow time for the essay-grading process by ACMPE Fellows.

If you do not pass an examination, you will receive related feedback with your results letter. Exam results are independent of another; you must only retake the exam(s) that you did not pass. You may retake either of the exams until you pass.

Notification of achievement of CMPE status

The ACMPE Certification Commission and the MGMA Board of Directors vote monthly to confer and award the CMPE designation to individuals who have completed the requirements. Once you have completed the board certification requirements, your name will be presented for the vote. After the vote is final, staff will send official notification of your advancement by mail and will recognize your achievement by:

- Sending you a news release regarding your accomplishment for you to distribute to publications of your choice
- Posting your name on the MGMA website
- Awarding you a certificate with your CMPE designation
- Giving you an “ACMPE Board Certified” lapel pin
- Listing your achievement on your official ACMPE transcript, which you can attach to your résumé to show evidence of ACMPE affiliation and achievement (You can access your transcript at any time at mgma.org/mytranscript.)
- Providing badge ribbons to indicate your CMPE status when you attend face-to-face national MGMA education programs

Protocol for using the CMPE designation

We strongly encourage Certified Members to use the CMPE credential after their names in every professional context, including correspondence, reports, articles, presentations, résumés, business cards, press releases, etc. Use “CMPE” and not “C.M.P.E.”

To further clarify the meaning of CMPE in a context such as a résumé, ACMPE encourages Certified Members to add:

“A person who has earned the Certified Medical Practice Executive (CMPE) designation has achieved board certification in medical practice management. The American College of Medical Practice Executives (ACMPE) certifies an individual’s competence and advancement to Certified Medical Practice
Executive status when the individual has passed the ACMPE multiple choice and essay examinations and earned 50 continuing education credit hours.”

**Maintaining the CMPE designation**

To maintain your status as a CMPE, you must:
- Meet the continuing education maintenance requirement every three years
- Maintain membership in MGMA by paying annual membership dues

*Note: If you do not comply with the maintenance of certification and membership requirements and subsequently wish to renew your designation, you may have to reapply and begin the process anew. You will lose your CMPE designation and will no longer be entitled to use the CMPE designation.*

**Support through the certification process**

Personal guidance and formal support are available from ACMPE colleagues through the ACMPE Forum Representative program, as well as from staff. Contact the Service Center for information on your ACMPE State Forum representative regarding this type of support or whenever you have a question or need clarification: toll-free, 877.275.6462, ext. 1888, or via email, acmpe@mgma.org.

**Earning the FACMPE designation**

**Fellowship: The next step**

Completing the board certification requirements demonstrates your level of proficiency, adds breadth to your professional competency, and affirms your ongoing personal and professional development in the field.

Now you can advance to the next level: Fellowship. Fellow status is the highest level of distinction that you can earn in the medical practice management profession. This section describes this designation and its requirements.

Please note, if you have not already earned the CMPE designation, you may work toward your board certification and Fellowship concurrently. Once you’ve earned board certification, your FACMPE designation may then be added.

**Fellowship prerequisites**

Submit the ACMPE Fellowship program application and fee
Submit a [one-time application fee and your completed application form](#).

**The purpose of the Fellowship requirement**

The Fellowship requirement provides evidence of personal and professional growth, as well as the ability to communicate to peers in a clear and organized manner. It calls on you to:
- Demonstrate proficiency in collecting, assimilating and synthesizing information into knowledge
- Conduct a professional study defensible to peers
- Communicate the achievement in writing in a clear and organized fashion
By achieving Fellowship, you make a significant contribution to the profession and to MGMA. Approved manuscripts are made available to other administrators and to the public through publication, presentation and the MGMA website.

**The submission process**

The submission process consists of two steps:
1. Topic and outline submission and approval
2. Manuscript submission and approval

**Topic and outline submission**

Once we have approved your application and received your fee, you must submit, via the online portal, an outline to the ACMPE Professional Papers Committee for approval. Your proposed topic and outline will be distributed to a grading team within a week of receipt. Typically, you will receive notification of the outcome of the review process within four to six weeks. The standard for acceptance of an outline submission is the approval of two of the three grading team members.

**Selecting a professional paper topic**

Topics must relate to healthcare organization and delivery and be relevant to the field of medical practice management. Make this an opportunity to learn about something that is useful to you and others in the field. Focus on new topics, fresh approaches to old issues or solutions to new problems.

The following sources might help you choose a topic:
- Reviews of current literature
- The Body of Knowledge (www.mgma.org/bok)
- Files from your medical group
- Discussions with colleagues or a mentor
- Your own experience in medical practice management
- Current management projects for which you are responsible

Sample professional paper topics include:
- “Professional Courtesy Discount: The Medical Community’s Pandora’s Box”
- “Development and Implementation of a Medical Practice Compliance Program”
- “Continence Promotion Centers: A New Profit Venture”

**Developing your outline**

Once you have selected a topic, develop your outline. Follow standard outline procedures with headings for major sections of the paper and subtopics within each section. The outline should have sufficient detail to indicate the direction, content and scope of your paper.
Your paper outline must include:

- An introduction, including a statement of objectives that addresses the purpose and focus of the paper and the key points to be explored in support of the objectives, or a hypothesis to be tested and key points to be developed in support of the hypothesis.
- A body, including how key points will be developed, evidence of a logical transition from one key point to the next and a sufficiently substantiated set of objectives/hypothesis.
- Your conclusion(s), which may include an optional summary of areas for further study.

**Paper outline format guidelines**

- Format the document to 8½ by 11 inches.
- Leave 1½-inch margins on the left and 1-inch margins on the right.
- Number each page.
- Write the outline in third-person narrative.
- Include a title page and the outline in one Word document. On the title page, state the title and the submission date, and note that the paper outline is being submitted in partial fulfillment of the requirements for election to Fellow.
- Do not include your name or the name of your group in the text of the outline or on the title page.
- Identify on the title page whether your professional paper is exploratory, historical or focus.
- State clearly your research methodology – for example, literature search, survey and/or interviews.
- Include a draft bibliography of preliminary research sources.

**Manuscript submission**

After receiving notification that your topic and outline are approved, you may complete and submit your manuscript, taking into consideration the grading team’s comments. Once you’ve uploaded your manuscript to the online portal, it will be distributed to a grading team for review. Responses to manuscript submissions take four to six weeks. The standard for acceptance of a manuscript submission is a composite score of B or better, or the approval of two out of three grading team members.

**Paper manuscript format guidelines**

- Format the document to 8½ by 11 inches.
- Leave 1½-inch margins on the left and 1-inch margins on the right.
- Double-space the manuscript type.
- Number each page.
- Write the manuscript in third-person narrative.
- Include a title page and the manuscript in one document. On the title page, state the title and the submission date, and note that the paper is being submitted in partial fulfillment of the requirements for ACMPE Fellowship.
- Do not include your name or the name of your group in the text of the paper or on the title page.
- Identify on the title page whether your professional paper is exploratory, historical, or focus.
- State clearly your research methodology – for example, literature search, survey and/or interviews.
- Present supplementary materials, such as tables, graphs and maps, in the document.
- Give supporting opinions and data with references as appropriate. Use endnotes to cite original sources and offer comments or supplementary information.
• Present a bibliography documenting references used in researching the paper topic, on separate pages at the end of the paper.

The review process
The ACMPE Professional Papers Committee reviews all submissions. The committee consists of a chair and grading teams of three Fellows each. If possible, the same team reviews all of your submissions. However, if you choose to take more than one year to pursue your Fellowship, we cannot guarantee that this will be the case. Anonymous submissions are distributed for review to a grading team, without identifying the author or practice names to guarantee impartial judgment.

At every step in the process, the grading team provides thoughtful review and constructive comments to help you improve your work. The team will review your manuscript alongside your outline and most recent feedback letter to judge whether you’ve followed the outline and required changes.

The committee chair ensures a uniform and constructive approach to the development and acceptance of each submission. The number of resubmissions allowed for any given paper is at the committee chair’s discretion.

The request for resubmission
If the Professional Papers Committee does not approve an outline or manuscript, you will be notified of the scope of improvements needed. This response takes approximately four to six weeks from submission. Unavoidable delays in evaluation by the committee may add more time to the process.

Use the constructive comments from committee members to improve the quality of your work. Though it is possible to achieve final approval on a first draft, candidates must often submit more than one draft before approval.

The grading team may also suggest referral to a mentor to assist the author.

Professional paper characteristics
Professional papers require in-depth research and evaluation of a management topic related to healthcare organization and delivery. The paper must show evidence of strong literature review or other objective data gathering and demonstrate how readers can apply the results of the investigation to the field of medical practice management. To meet those requirements, you will want to:

• State the scope and general characteristics of the investigation and/or research
• Reflect in-depth research of the hypothesis or objectives presented, including an extensive review of the professional literature and/or use of impartial investigative research techniques (such as surveys and interviews)
• Include points of view and observations in an unbiased way
• Detail how the results of the investigation and/or research can be applied to the field of medical practice management
• Provide a summary with a description of the problem, research methodology, findings and conclusions substantiated by research and evidence
• Present the subject matter in an organized fashion using proper grammar, sentence structure, spelling and punctuation

As with any professional research paper, yours must include a comprehensive bibliography and endnotes.

**Types of professional papers**

There are three options for the professional paper:

- **Exploratory** – Presents a thorough discussion of a management innovation or approach.
- **Historical** – Provides a historical presentation of the development and evolution of a healthcare management issue.
- **Focus** – Contains elements of a traditional case study and incorporates a literature review to highlight prevailing industry trends and evolving practices.

**Exploratory**

The exploratory paper presents a question or hypothesis on a healthcare management issue, presents research that may include primary and secondary research, and presents the results in a summary and analysis.

The introduction establishes a clear question statement or hypothesis, along with a research plan or methodology that leads to an answer or conclusion.

The background section provides the context, relationship to healthcare management, setting, stakeholders and impacts. It additionally provides the reason that the topic needs exploration and a clearly defined methodology for conducting the research or exploration. A literature review of books and journals and available secondary sources is appropriate, and the addition of surveys, interviews or other opportunities for primary research may also be relevant.

The body of the paper details the problem or concern that was explored and proposes solutions. The topic may represent various study options, including:

- A case study or situation the author experienced
- A problem or concern that occurred elsewhere
- A topic of concern for the sector or overall industry

This paper provides the steps involved to evaluate solutions to the problem and describes the alternatives that were considered and the external information (such as surveys) that were used to help that decision-making. Research may include various analyses, including financial, satisfaction ratings, or interviews with those internal or external to the problem who may have been consulted on the matter. The paper may describe in depth a case that has occurred in the past, whether or not the author was a participant. The paper may involve innovations or use of tools that are exploratory.

Research conducted or planned leads to the discussion section, which summarizes and evaluates the material presented and its impacts.
The paper includes a bibliography of books and peer-reviewed journals to the extent that they are available on the topic. Research may include primary research, web-based research or other unpublished sources due to the currency of the topic. The author uses endnotes and citations to identify research, and appendices may be appropriate to the content.

**Historical**
This paper provides a historical presentation of the development and evolution of a healthcare management issue over time.

The introduction establishes a topic or thesis that is narrow to the extent that it may be thoroughly researched.

The background section provides the context, relationship to healthcare management, setting, stakeholders and impacts. It identifies why the topic is an important part of historical development in the healthcare management field.

The body of the paper presents information on the involved stakeholders, chronology, key events and impacts. Research may include quantitative information such as data, charts, graphs, forms, tools and other applications, some of which may be most appropriate in an appendix. It may also include citations, quotes, reactions and insights that occurred over time. Historical information is anticipated to be traced over a period of years or even decades, though it need not extend to the present.

Research and evidence presented leads to the discussion section that summarizes and evaluates the material presented and its impacts.

The paper includes a comprehensive bibliography of books, peer-reviewed journals and other relevant literary sources. The author uses endnotes and citations to identify research, and appendices may be appropriate to the content.

**Focus**
The focus paper presents a healthcare management problem, issue or situation that may be concluded or unresolved.

The introduction clearly establishes the issue that will be investigated or focused upon, along with a research plan or methodology that will lead to analysis and summary.

The background section provides the context to the issue, relationship to healthcare management, setting, stakeholders and impacts. It also identifies the timeframe of the situation, whether it has concluded, is ongoing or is a future situation that the author anticipates. A literature review of books and journals and available secondary sources is appropriate, and the addition of surveys, interviews or other opportunities for primary research may also be relevant.

The body of the paper details the problem or concern and may represent various focus options, which specifically may be past, present or future, including:

- A case study or situation in which the author is personally involved
A situation occurring elsewhere
A topic of concern for a sector or the overall industry

The body of the paper describes and identifies solutions or lack thereof, opportunities and roadblocks. If presented as a case study with an outcome, the paper should address the pros and cons involved with all steps, including 1) doing nothing, 2) all alternatives that were addressed or should have been addressed, and 3) what happened, along with an analysis and review of the process.

If presented as a situation that may require resolution in the future, the paper should follow similar steps as to the potential consequences, including 1) doing nothing, 2) options and alternatives that may be included in a business plan or other future planning, and 3) what is anticipated to happen.

Research and evidence presented leads to the discussion section, which summarizes and evaluates the material presented and its impacts.

The paper includes a bibliography of books and peer-reviewed journals to the extent that they are available on the topic. Research may include primary research, web-based research or other unpublished sources due to the currency of the topic. Endnotes and citations are used to identify research, and appendices may be appropriate to the content.

**Research methodology**
Any proven research method is acceptable. Here are two examples:

*Qualitative research:* The variables measured are qualitative in nature, e.g., thoughts, feelings, attitudes, beliefs, opinions. For example, the measurement of customer satisfaction is considered qualitative research. Data collection can include focus groups, in-depth interviews, etc.

*Quantitative research:* The variables measured are quantitative in nature, i.e., numerical data that are objectively, rather than subjectively, measured. For example, analyzing the amount of time patients spend with a physician is considered quantitative research. Data collection can include observations, surveys, etc.

**Key points to remember**

*Anonymity:* The process is anonymous. Your name and other identifying factors must not appear on your submissions. Your authorship of the materials is only visible by staff via the online portal.

*Originality:* The work must be your original creation. Any submission created in relation to some other activity must be disclosed to the Professional Papers Committee chair in advance to determine its suitability. Excerpts from references published or unpublished must be appropriately noted.

*Editorial assistance:* It is highly recommended that you seek editorial assistance in reviewing your outline and manuscript for grammar, punctuation, spelling, sentence structure, organization and format. However, the experiences and conclusions stated in your paper must be your own. Writing or research done by anyone other than you is unacceptable.
Fellowship mentors
Mentors are Fellows who serve on the Professional Papers Committee and help authors conceptualize and organize a clear and comprehensive approach to the development of an outline or manuscript, or help work through problems identified by the grading team. If you would like to be paired with a mentor to assist you, please contact fellowship@mgma.org with your request.

Copyright and publication of approved manuscripts
After a manuscript is approved, MGMA retains the copyright. The decision to publish a paper in an MGMA publication such as MGMA Connection resides with MGMA. If you wish to have your paper published elsewhere, you must first seek permission in writing from MGMA. Please email fellowship@mgma.org with your request.

All accepted manuscripts are added to the MGMA Knowledge Center permanent collection. When your manuscript is approved, you will receive notification from staff and be asked to send a final electronic copy of your manuscript with any minor changes requested by the committee for archiving on the MGMA website.

Fellowship submission deadline
Outlines and manuscripts are accepted for review throughout the year. However, to be recognized as a new Fellow at the ACMPE Convocation, held in conjunction with the MGMA Annual Conference, you must submit your completed manuscript for review and final approval to the ACMPE Professional Papers Committee no later than the deadline established each year, assuming that you have met all other requirements to advance to Fellow status. If you miss the deadline for inclusion at the convocation at the MGMA Annual Conference, you may take part in the ceremony at the next Annual Conference.

You have two years from your most recent feedback letter to submit your revised outline or manuscript. If your most recent submission is older than two years, the Professional Papers Committee Chair can review the submission for relevance, or you may update the submission and submit it to a grading team. You may be asked to update the outline or manuscript with new literature searches or choose another topic if it is deemed no longer relevant.

Notification and recognition for achieving the FACMPE designation
The ACMPE Certification Commission and the MGMA Board of Directors vote monthly to confer and award the FACMPE designation. Once you have completed the Fellowship requirements, your name will be submitted for the vote. After the vote is final, ACMPE will send official notification of your advancement by mail and email and will recognize your achievement by:

- Sending you a news release regarding your accomplishment to distribute to publications of your choice
- Announcing your advancement in Executive View and posting your name on mgma.org
- Awarding you a certificate and plaque with your FACMPE designation
- Providing badge ribbons to indicate your Fellow status when you attend national MGMA face-to-face education programs
• Listing your achievement on your official ACMPE transcript, which you can attach to your résumé to show evidence of ACMPE affiliation and achievement (You can access your transcript at any time at mgma.org/mytranscript.)
• Giving you a Fellow lapel pin
• Recognizing you at the Fellows Convocation at the ACMPE luncheon at the MGMA Annual Conference
• Inviting you to the Fellows Dinner at the MGMA Annual Conference

Protocol for using the FACMPE designation

We strongly encourage Fellows to use the FACMPE designation after their names in every professional context, including correspondence, reports, articles, presentations, résumés, business cards, press releases, etc. Use “FACMPE” and not “F.A.C.M.P.E.”

To further clarify the meaning of FACMPE in a context such as a résumé, ACMPE encourages Fellows to add:

“A Fellow in the American College of Medical Practice Executives (FACMPE) has achieved board certification in medical practice management and the highest standards of performance in the field. The American College of Medical Practice Executives (ACMPE) recognizes an individual’s competence and advancement to Fellow when the individual has passed ACMPE’s objective and essay examinations, written an acceptable professional paper and earned 50 continuing education credit hours.”

Maintaining the FACMPE designation

To maintain your FACMPE designation you must:

• Meet the continuing education maintenance requirement every three years
• Maintain membership in MGMA by paying annual membership dues

Note: If you do not comply with the maintenance of certification and membership requirements and subsequently wish to renew, you may have to reapply and begin the process anew. You will lose your Fellow status and no longer be entitled to use the FACMPE designation.

Continuing education requirement FAQs

Continuing education encourages you to keep learning, improving and seeking best practices, as well as demonstrating personal and professional development and staying up to date with changes in the medical practice management field.

MGMA recognizes that numerous activities contribute to your professional growth and management effectiveness. Continuing education hours are granted for programs that include relevant content aimed at improving your management competence and medical practice management knowledge. Qualifying
activities must also be interactive in nature and take place in a formal learning environment. You may receive credit for continuing education taken within one month prior to your Nominee acceptance date.

Be sure to check your transcript regularly to see how many hours you still need to fulfill.

ACMPE reserves the right to audit continuing education submissions. Please retain documentation of your attendance for one year following the end of a three-year maintenance cycle.

**Types of continuing education requirements**

There are two elements to the continuing education requirement: advancement and maintenance.

**Advancement:** You must reach a cumulative total of 50 credit hours for advancement to Certified Member (assuming that you’ve completed all other requirements).

**Maintenance:** To maintain your status as a Certified Member or Fellow, you must earn and submit 50 credit hours every three years. The three-year cycles are scheduled as follows:

- Jan. 1, 2016, through Dec. 31, 2018
- Jan. 1, 2019, through Dec. 31, 2021

*Note: If you do not meet the continuing education maintenance requirement and you do not request a one-time extension, your ACMPE status will be removed and you will no longer be entitled to use the CMPE or FACMPE designations. You will be allowed three years to retake the objective and essay exams and upon successful completion, your status as CMPE and/or FACMPE will be restored.*

**Activities that are eligible for credit hours**

ACMPE accepts credit hours for programs that have relevant content directed toward improving your competence and knowledge development in medical practice management. Refer to *The Body of Knowledge* for relevant topics.

ACMPE recognizes that numerous professional activities require significant time and commitment, and that those activities contribute to your growth and management effectiveness. However, to have an assignment system that is open but subject to identifiable boundaries, ACMPE accepts credit hours only for the following types of continuing education programs and activities:

- Education programs sponsored by MGMA and any of its constituent bodies, including MGMA state and local affiliates (hour-for-hour credit)
- Education programs sponsored by other recognized professional associations and organizations (hour-for-hour credit)
- College and university coursework (variable credit hours)
- Books, articles and online course content published under your name, with partial credit granted for chapter authorship and co-authorship (five to 50 credit hours)
• Editorship of published books (50 credit hours)
• Formal oral presentations that are at least 30 minutes long (The first time you give a presentation, you will receive two hours of credit for each presentation hour. For each additional time you give the same presentation, you will receive hour-for-hour credit. Whenever you give a presentation with another speaker or as a panel participant, you will receive credit for the exact time of your portion of the presentation, as long as it is at least 30 minutes.)
• Assessments taken in conjunction with published materials, including professional journals, books or stand-alone assessment products (Credit will be granted only for the amount of time required to complete the assessment. Time spent reading associated material is not eligible for credit. Types of assessments eligible for credit include multiple choice questions, short answer, essay and other standard assessment formats.)
• Poster presentations at conferences and meetings, allotted for only the number of clock hours that the authors are scheduled to staff their poster, according to the conference brochure (Credit hours will not be accrued for times during which the author is not present with the poster. The first time you give a poster session, you will receive two hours of credit for each presentation hour.)
• Distance-learning activities (e.g., audio conferences, self-study, Internet courses) in which a separation of place and/or time between the instructor and learner exists. To qualify for ACMPE credit, distance-learning activities must meet the following criteria:
  • The program must offer an opportunity for interaction and feedback for the learner (for instance, learning exercises, self-assessment, discussion guides, access to an instructor for questions).
  • It is not necessary to submit documentation. Staff monitors entries through random audits, so it is important that you retain copies of your continuing education documentation during the three-year period.
  • Documentation must be provided regarding the amount of continuing education credit to be awarded for the program based on a pilot study that provides evidence of the estimated time to complete the program.
  • The activity must be conducted within the context of a structured learning experience (variable credit hours).

Credit hours are not assigned to program activities such as informal discussion sessions, opening and closing remarks, business meetings, board/committee meetings or attendance at in-house meetings such as orientation sessions at an institution for its employees.

**Submitting credit hours**
After you attend an educational program, simply visit mgma.org/mytranscript and enter the credit hours that you have earned. There is no paperwork to submit. ACMPE will monitor entries through random audits, so it is important that you retain copies of your continuing education documentation during the three-year period.

**Qualification for continuing education credit**
If the program content relates to the Body of Knowledge for Medical Practice Management, it will qualify for continuing education credit. ACMPE gives hour-per-hour credit, subtracting time spent for lunches and breaks. Qualifying activities must also be interactive in nature and in a formal learning environment.
You may receive credit for continuing education taken within one month prior to your Nominee acceptance date.

**Extension**

If the continuing education maintenance requirement deadline is approaching, you are short of the 50 credit-hour minimum required to maintain your CMPE and/or FACMPE status in ACMPE and you know that you will not be able to earn the credit hours needed, you may ask for an extension. This is a **one-time, one-year extension** to make up the credit hours that you lack and meet the continuing education maintenance requirement. It is recommended that you apply for the extension only after all applicable continuing education credits have been entered on your transcript. For more information, contact ACMPE at acmpe@mgma.org.

- After you have filed for a one-year extension, you will receive confirmation if the request has been granted. However, you should not wait for this confirmation to begin accruing more credit hours.
- To maintain your status in ACMPE, you must submit a sufficient number of credits in the year of your extension to make up for the shortage.

**ACMPE transcript**

Your transcript will capture all of your activities that fulfill the continuing education requirement. It will list information submitted and approved for credit hours. Your transcript will note when you achieve the CMPE and/or FACMPE designation. Most important, it will help you keep track of your progress in meeting the continuing education requirement.

Your ACMPE transcript is available online at mgma.org/mytranscript. It is highly recommended that you regularly enter credits for educational activities into your transcript and track your progress toward completing this requirement.

**Keeping track of your continuing education status**

Periodically you will receive emailed reports regarding your current progress toward meeting the continuing education requirement. You can also access your ACMPE transcript online at any time. It is your responsibility to keep track of your progress in meeting the ACMPE continuing education advancement and maintenance requirements. Certified Members and Fellows will receive notice if they are in jeopardy of not meeting the maintenance requirement.

**Additional information**

**Appeals**

MGMA recognizes that an applicant or member may wish to appeal a decision that has affected his or her admission, advancement or continuing membership. To request information about the appeals process contact the Service Center toll-free at 877.275.6462, ext. 1888.
ACMPE reinstatement policy
The ACMPE reinstatement policy applies to individuals whose MGMA membership was canceled for nonpayment of dues. Individuals have up to three years to reinstate their membership without losing their certification history (exam and continuing education credit) and/or designation (CMPE or FACMPE).

To be considered for reinstatement of your credentials the following criteria apply:

- The reinstatement policy applies to individuals whose MGMA membership was canceled for nonpayment of dues.
- The membership lapse cannot exceed three years.
- Individuals must pay current membership dues.
- A $200 reinstatement fee will be assessed only if membership has lapsed for more than 12 months.
- Reinstated Certified Members and Fellows are required to become current with the continuing education maintenance requirement by the next continuing education requirement deadline.