

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.com**.
2. Log in using your **member ID # and password**.
3. Under the **Welcome message**, select **My Profile**.
4. Choose **My Transcript** from the choices in the left column.
5. Select **Add New Credits**.
6. Follow the on-screen instructions. You will need the title of the conference/seminar, the number of credit hours earned, and the end date of the program.
7. Please allow 24-48 hours for credit hour submissions to be reflected on your transcript.
8. **You do not need to mail or fax any paperwork.**
9. Please retain a copy of your calculation worksheet and any other continuing education documentation. ACMPE reserves the right to randomly audit online entries.

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 presently a member of ACMPE and apply for admission within 30 days of this program, you may receive credit for attending this program upon acceptance into ACMPE.



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Title of conference or seminar:	MA/RI MGMA 4 th Payer Update Forum
Number of credit hours:	_____
End date of Program:	06/08/2010
Location:	Providence, RI

Tuesday, June 8, 2010

Time	Session		Hours earned
8:30am – 8:40am	<i>MA/RI MGMA Chapter Updates</i>	10 min	_____
8:40am – 9:00am	<i>Medicare of RI</i>	20 min	_____
9:00am – 9:20am	<i>Medicaid of RI</i>	20 min	_____
9:20am – 9:40am	<i>Neighborhood Health</i>	20 min	_____
9:40am – 10:00am	<i>United Health of NE</i>	20 min	_____
10:10am – 10:30am	<i>Harvard Pilgrim Health</i>	20 min	_____
10:30am – 10:50am	<i>Aetna</i>	20 min	_____
10:50am – 11:10am	<i>BCBSRI</i>	20 min	_____
11:10am – 11:30am	<i>Tufts Health Plan</i>	20 min	_____
11:30am – 12:00pm	<i>Questions & Answers</i>	30 min	_____
TOTAL			_____
Maximum hours assigned *			3.5
<small>(MARI0610)</small>			

*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.com.
Keep this worksheet for your records.**

DO NOT FAX OR MAIL.