

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.



Continuing Education Credit Submission Guide: Calculation Worksheet

Title of conference or seminar:	MA/RI MGMA 2010 November Meeting
Number of credit hours:	_____
End date of Program:	11/18/2010
Location:	Providence, RI

Thursday, November 18, 2010

Time	Session	Hours earned
7:00am – 8:00am	<i>ACMPE Fellowship Overview</i>	1.0 _____
8:30 – 9:30am	<i>Top Ten HR Issues for Managers and Supervisors</i>	1.0 _____
9:30am – 10:30am	<i>How do you help impaired physicians?</i>	1.0 _____
11:30am – 12:30pm	<i>The Diagnosis and Treatment of the Challenging Employee</i>	1.0 _____
TOTAL		_____
Maximum hours assigned * (MARI1110)		4.0

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

DO NOT FAX OR MAIL.