

## 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

<b>Title of conference or seminar:</b>	New England MGMA May 2010 Joint Conference
<b>Number of credit hours:</b>	_____
<b>End date of Program:</b>	05/07/2010
<b>Location:</b>	Newport, RI

### Wednesday, May 5, 2010

Time	Session	Hours earned
2:00pm – 5:00pm	ACMPE Orientation and Mock Examination	3.0 _____

### Thursday, May 6, 2010

Time	Session	Hours earned
8:15am – 9:45am	First General Session	1.5 _____
10:15am – 11:15am	Breakout Series 100	1.0 _____
11:45am – 12:45pm	Breakout Series 200	1.0 _____
1:45pm – 3:00pm	Second General Session	1.25 _____
3:30pm – 4:30pm	Breakout Series 300	1.0 _____

### Friday, May 7, 2010

Time	Session	Hours earned
9:00am – 10:00am	Breakout Series 400	1.0 _____
10:30am – 11:45am	Third General Session	1.25 _____

**TOTAL** \_\_\_\_\_

**Maximum hours assigned \*** 11.0  
(NewEnglandJointConf 0510)

\*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.**