

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 Webinar
Number of credit hours:	_____
End date of Program:	7/28/2009
Location:	Webinar

Tuesday, July 28, 2009

Time	Session	Hours earned
12:00pm – 1:00pm	<i>Red Flag Rules</i>	1.0 _____
TOTAL		_____
Maximum hours assigned * <small>(MARI72809)</small>		1.0

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.