

## 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>	MA/RI MGMA January 2009 Meeting
<b>Number of credit hours:</b>	_____
<b>End date of Program:</b>	01/15/2009
<b>Location:</b>	Westborough, MA

### Thursday, January 15, 2009

<b>Time</b>	<b>Session</b>		<b>Hours earned</b>
8:30am – 10:30am	<i>Star Studded Service: Six Steps to Winning Patient and Physician Satisfaction</i>	2.0	_____
11:30am – 12:30pm	<i>Benchmarking: Applying It To Your Practice</i>	1.0	_____
	<b>TOTAL</b>		_____
	<b>Maximum hours assigned *</b> (MARIO109)	3.0	

\*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](http://mgma.com).  
Keep this worksheet for your records.  
DO NOT FAX OR MAIL.**