

# ACMPE Continuing Education

Calculate your credit hours with the Calculation Worksheet below and submit your hours online with the following instructions:

1. Go to [www.mgma.com](http://www.mgma.com).
2. Log in using your member ID # and password.
3. After logging in, Select the "My Dashboard" button at the top
4. On the left side of your screen, select "Claim Education Credit"
5. Select "ACMPE Tracking"
6. Select "Add ACMPE Continuing Education Hours"
7. Follow the on-screen instructions. You will need the following:
  - Date Earned
  - Amount Earned (number of hours)
  - Session Type (select from list)
  - Session Source (select from list or "Other")
  - Session Name

ACMPE Tracking can be used to track and view your ACMPE continuing education, log your program requirements, and stay up to date on your ACMPE certification status. Please contact the ACMPE Certification team at [acmpe@mgma.com](mailto:acmpe@mgma.com) or 877-275-6462 Ext. 1259 with any questions regarding your ACMPE tracking.

## ACMPE Continuing Education Credit Calculation Worksheet

### Wednesday, May 17th

| Time              | Session                         | Hours | Earned |
|-------------------|---------------------------------|-------|--------|
| 3:30 PM - 5:00 PM | Opening Session<br>Listerv Live | 1.5   | _____  |

### Thursday, May 18th

| Time                | Session  | Hours | Earned |
|---------------------|--|-------|--------|
| 8:30 AM - 9:30 AM   | Welcome and General Session<br>The Power of Small          | 1.0   | _____  |
| 10:30 AM - 11:30 AM | Breakout Sessions<br>Tough Conversations are Not Conflicts | 1.0   | _____  |
| 1:00 PM - 2:00 PM   | Data Dive<br>General Session                               | 1.0   | _____  |
| 2:00 PM - 2:45 PM   | Breaking Down Silos<br>Annual Business Meeting             | .75   | _____  |
| 3:15 PM - 4:15 PM   | General Session<br>Leading out of the ASKhole™ Trap        | 1.0   | _____  |

### Friday, May 19th

| Time                | Session  | Hours | Earned |
|---------------------|--|-------|--------|
| 8:30 AM - 9:30 AM   | ACMPE Presentation<br>Certification and Fellowship             | 1.0   | _____  |
| 9:30 AM - 10:30 AM  | General Session<br>Hiring & Retaining Employees                | 1.0   | _____  |
| 10:45 AM - 12:00 PM | General Session<br>Advocacy & What's Next for Healthcare in NC | 1.25  | _____  |

**Maximum hours assigned** **9.5** \_\_\_\_\_

Please submit hours online at [www.mgma.com](http://www.mgma.com). Keep this worksheet for your records. DO NOT FAX OR MAIL.