

Your Journey to Excellence:

10 Reasons to Become Certified and Pursue Fellowship

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Today's Objectives

Thinking about taking the next step in furthering your professional career in medical practice management?

► ACMPE Forum Representative's role

► Objectives

- Value of ACMPE
- Information overview on MGMA's credentialing processes
- Review MGMA Certificates
- Review of the CMPE testing and steps to Fellowship
- MGMA BoK



MGMA-ACMPE

The American College of Medical Practice Executives (ACMPE) is the certifying body of MGMA. ACMPE has been delivering professional development opportunities based on the Body of Knowledge for Medical Practice Management since 1956. Career development and advancement is a lifelong journey and a requirement in healthcare to stay on top.

- ▶ Certification and Fellowship arm of MGMA
- ▶ Recognized standard for excellence in medical practice management
- ▶ Two levels:
 - CMPE (Certified Medical Practice Executive)
 - FACMPE (Fellow)



ACMPE Credentialed Professionals

► Total credentialed:

- Certified Medical Practice Executive (CMPE)
 - 178 (NC)
 - 62 (SC)
 - **CMGMA = 240 CMPE**
- Fellow, American College of Medical Practice Executives (FACMPE)
 - 70 (NC) (includes life/distinguished)
 - 27 (SC) (includes life/distinguished)
 - **CMGMA = 97 Fellows**

► Total applicants engaged in the CMPE/FACMPE process:

- Certified Medical Practice Executive (CMPE)
 - 87 (NC) eligible and/or in-process
 - 19 (SC) eligible and/or in-process
 - **CMGMA = 106 future Certified Members**
- Fellow, American College of Medical Practice Executives (FACMPE)
 - 5 (NC) eligible and/or in-process
 - 2 (SC) eligible and/or in-process
 - **CMGMA = 7 future Fellows**

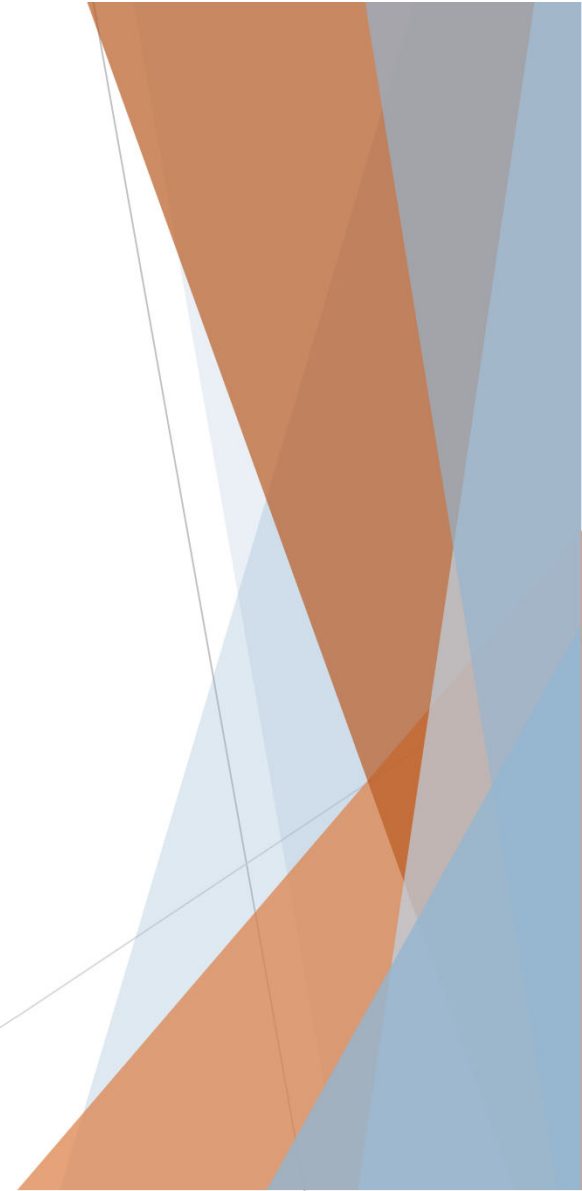
**as of April 2025*



Congrats!!!

New Fellows Since Last Meeting

- ▶ Greg Knight, FACMPE
- ▶ Jason Nicoletta, FACMPE



What Do These Abbreviations Mean?

- ▶ ACMPE – American College of Medical Practice Executives
 - Certifying body of MGMA
 - CMPE-Certified Medical Practice Executive
 - FACMPE—Fellow of College
 - All certifications (CMPE, FACMPE) are done through the national organization (MGMA), **not the State**
 - State and local organizations are here to help support the certification process
 - MGMA.com is best for logistical questions



ACMPE Offerings



Certificates are a micro-learning opportunity to acquire and be recognized for specific competencies based on the Body of Knowledge (BOK). MGMA offers three types of certificates stackable with all ACMPE designations:



The Certified Medical Practice Executive (CMPE) credential is recognized as the professional standard in medical practice management. It is a unique identifier that can demonstrate your in-depth understanding of the BOK and apply it, situationally, to best lead your organization.



A Fellow of ACMPE (FACMPE) is the most prestigious professional designation in the medical practice management community. As a Fellow, you'll find a platform to demonstrate leadership, innovation, and professional engagement in the healthcare industry and the advancement of the medical practice management profession.

ACMPE CERTIFICATE

No membership, education, or experience required to complete an ACMPE Certificate.

- ▶ DOMAIN CERTIFICATE PROGRAMS:

- ▶ PRINCIPLES OF PRACTICE MANAGEMENT CERTIFICATE (PPMC)
- ▶ FINANCIAL MANAGEMENT CERTIFICATE (FMC)
- ▶ HUMAN RESOURCES MANAGEMENT CERTIFICATE (HRMC)
- ▶ OPERATIONS MANAGEMENT CERTIFICATE (OMC)
- ▶ TRANSFORMATIVE HEALTHCARE DELIVERY CERTIFICATE (THDC)
- ▶ RISK AND COMPLIANCE MANAGEMENT CERTIFICATE (RCMC)



CERTIFICATES CON'T

▶ TOPICAL CERTIFICATES:

- ▶ Best Practices for Optimizing a Successful Telehealth Program
- ▶ Payer Contracting
- ▶ Accounts Payable, Payroll and Cash Flow Management
- ▶ Financial Reporting and Budgeting
- ▶ Revenue Cycle Management
- ▶ Project Management and Strategic Planning
- ▶ Healthcare Data Analytics

ACMPE BOARD CERTIFIED

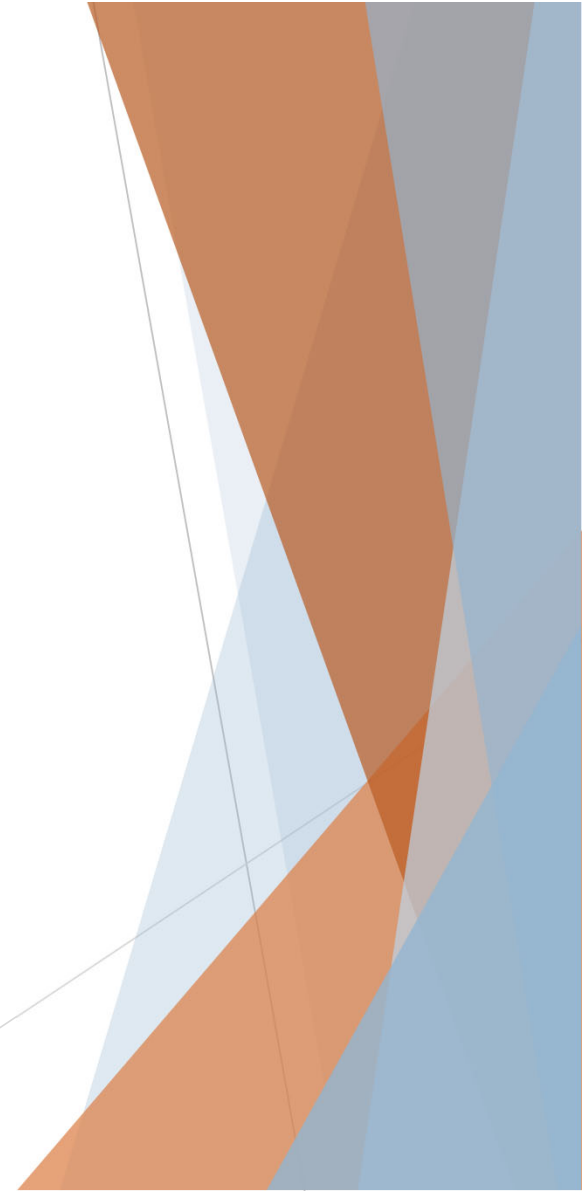
- ▶ The Board Certification assesses professionals who meet established standard knowledge, skills or competencies in regards to the Body of Knowledge for medical practice executives.
- ▶ Benefits
 - ▶ Increased earning power: our certified members **report earning more** than their non-certified counterparts*
 - ▶ Validation of knowledge
 - ▶ Increased marketability and credibility
 - ▶ Respect from peers
- ▶ Apply (Member Price \$265./Non-Member Price \$611)
 - ▶ <https://www.mgma.com/acmpe/acmpe-board-certification-application>

*Source: MGMA DataDive Management and Staff Compensation Survey



Certification = Confidence

- ▶ ACMPE builds strategic thinkers
- ▶ Certified professionals report:
 - Higher job satisfaction
 - More leadership opportunities
 - Improved practice performance





NUMBER 10

Nationally Recognized Credential

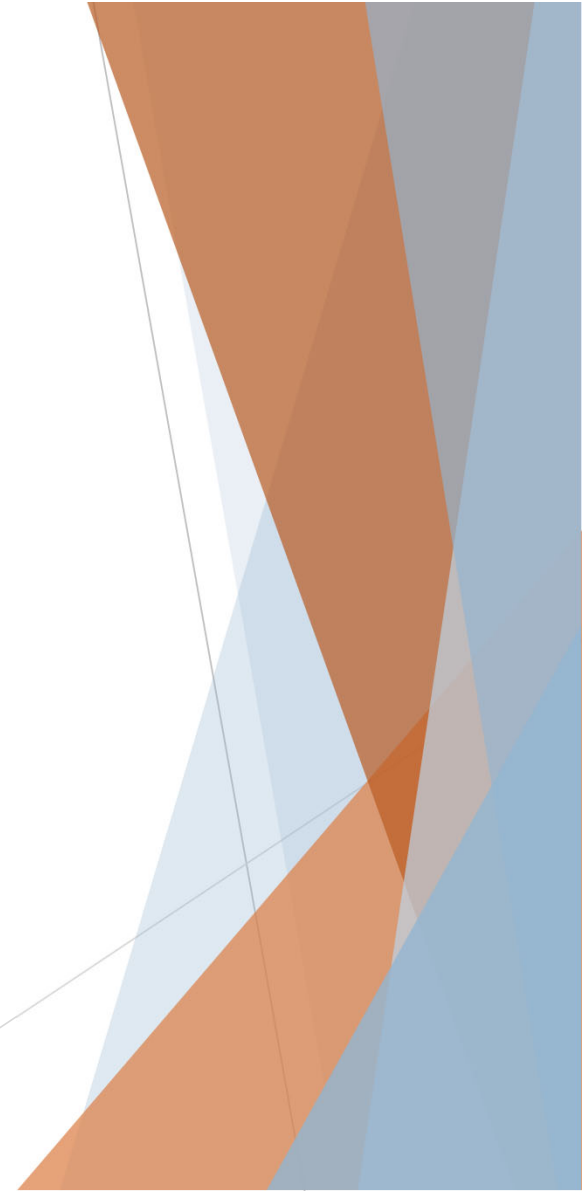
Earn professional validation as a leaders in medical practice management.



NUMBER 9

Career Advancement

Open doors to leadership roles and competitive opportunities in healthcare.



NUMBER 8

Professional Credibility

Demonstrate to physicians, employers, and peers that you meet rigorous industry standards.



NUMBER 7

Higher Earning Potential

Certified leaders are often more competitive in compensation negotiations.



NUMBER 6

Expanded Knowledge Base

Certification ensures mastery of the eight core competencies
in practice management.



NUMBER 5

Commitment to Excellence

Show your dedication to continuous learning and professional growth.



NUMBER 4

Networking Opportunities

Connect with a community of CMPEs and Fellows nationwide.



NUMBER 3

Organizational Impact

Bring proven skills to improve efficiency, compliance, and patient care outcomes.



NUMBER 2

Peer Recognition

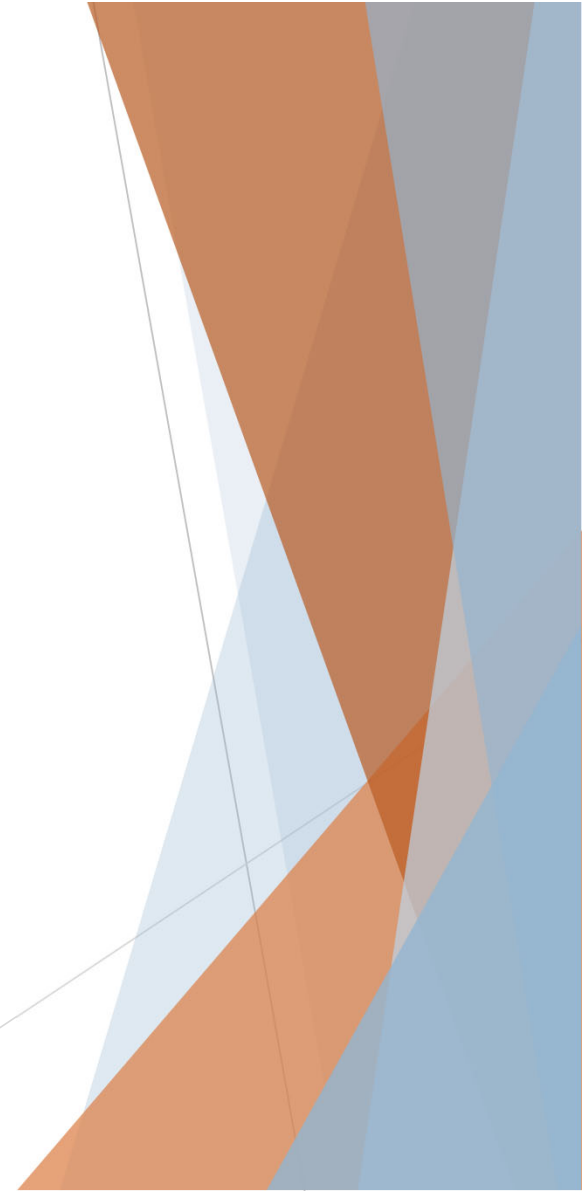
Gain respect and distinction among colleagues as a trusted healthcare leader.



NUMBER 1

Future-Proofing Your Career

Stay current with evolving healthcare regulations, technology, and best practices.



What are the eligibility pathways?

- ▶ **Pathway 1:** 2+ healthcare experience, hold a Bachelor's Degree or have completed 120 college credit hours
- ▶ **Pathway 2 (students/early careerists):** May be currently completing 2+ healthcare experience with less than 3 years' time left to complete*, or may be currently completing your Bachelor's Degree or have completed 120 college credit hours with less than 3 years' time left to complete*
- ▶ **Pathway 3:** 6+ healthcare experience, four of which must be in healthcare management or a healthcare leadership role

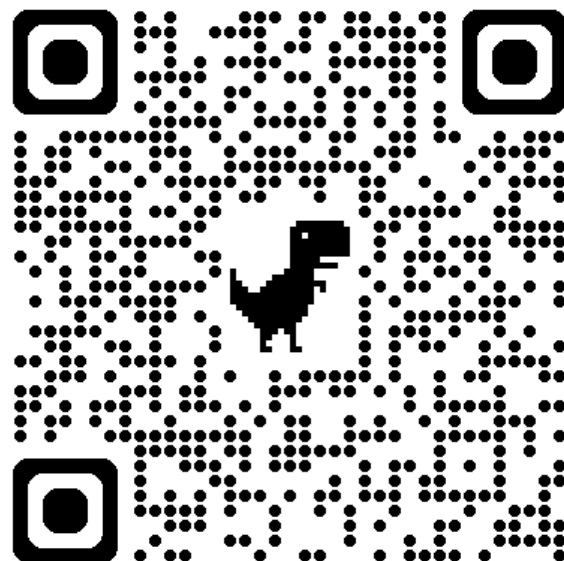
How do I complete my requirements and become Board Certified?

- ▶ Purchase and pass the multiple-choice exam
- ▶ Purchase and pass scenario-based exam*
- ▶ Earn 50 continuing education (CE) hours, may be completed up to three years prior to application purchase date and onwards
 - ▶ Of the 50, 30 must come from MGMA and its affiliates, and of the 30 from MGMA, 12 must be from a LIVE delivery format
- ▶ Board Approval, after all requirements are met. You can complete exams and continuing education in any order.
- ▶ Applicants have three years from their application PURCHASE date to complete their Board Certification requirements before needing to reapply.
- ▶ *Scenario-based exam cannot be purchased or completed until education and experience qualifications are met.

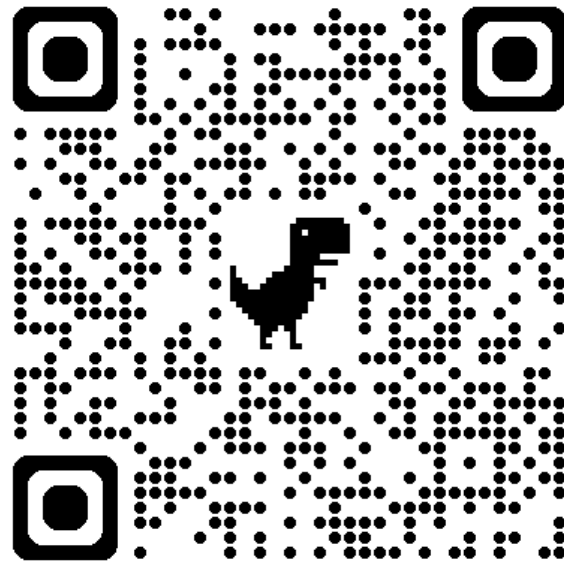
The Testing Format

- ▶ **Multiple choice** — Registration fee: \$167
A 175-item test taken within three hours and 15 minutes. This exam assesses your knowledge of group practice management principles and practices as described in the Body of Knowledge for Medical Practice Management.
- ▶ **Scenario** — Registration fee: \$167 (Open to those with validated education/experience requirements)
A two-hour test with 90 items of multi-select, multiple choice, or drag and drop questions pertaining to 18-25 practice administration scenarios. This exam assesses in-depth knowledge of medical practice management principles and issues, problem-solving and decision-making skills.

QR Code to Register



QR Code for Study Resources



How do I maintain my credential?

- ▶ Remain an MGMA Member
- ▶ Submit 50 CE hours every three years on a set schedule
 - ▶ Of the 50, 30 must come from MGMA and its affiliates, and of the 30 from MGMA, 12 must be from a LIVE delivery format.

Fellow in the ACMPE

- ▶ Becoming a **Fellow in the American College of Medical Practice Executives (FACMPE)**, as the highest designation in our industry, demonstrates leadership, innovation and professional engagement in the healthcare industry.
- ▶ Fellowship is developed for healthcare professionals and medical practice executives aiming to demonstrate expert knowledge of the principles of medical group management and leadership.
- ▶ Fellows are the thought leaders within healthcare organizations and demonstrate leadership, innovation, and professional engagement in the industry and the advancement of the medical practice management profession.

STEPS TO THE FACMPE CREDENTIAL

▶ STEP 1 Qualify & Apply

- ▶ Earn the Certified Medical Practice Executive (CMPE) credential
- ▶ Be a current MGMA member
- ▶ Pay an application fee
- ▶ Submit your Fellowship program application
- ▶ Hold a bachelor's degree with at least five years of healthcare experience
OR
- ▶ Hold a master's degree with at least three years of healthcare experience

▶ STEP 2 Complete your Requirements & Volunteer

STEPS TO THE FACMPE CREDENTIAL

▶ STEP 3 Maintain your Credential

- ▶ Complete six volunteer hours. Three must be healthcare related, including but not limited to volunteering for industry-related organizations such as MGMA-ACMPE
- ▶ Uphold your CMPE through submitting 50 CE hours every three years
- ▶ Remain an MGMA member

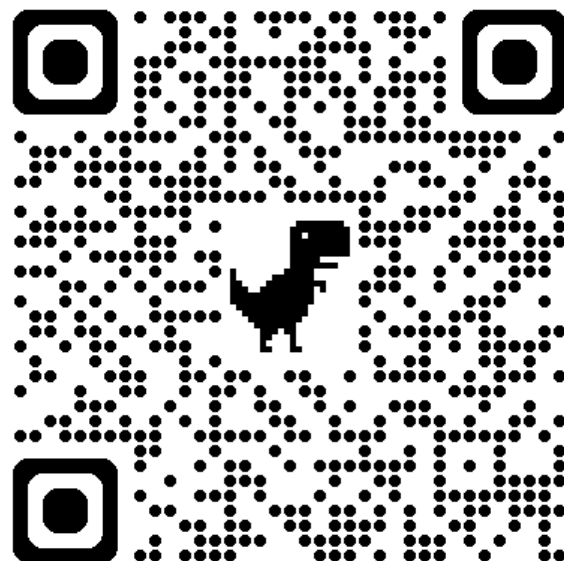
Pathways to Fellowship

REQUIREMENTS PATHWAY ONE	PATHWAY TWO
<p>To demonstrate leadership, innovation, and strategic planning skills, complete one or more to an estimated total of at least 15 hours of the following pertaining to healthcare leadership or medical group management:</p> <ul style="list-style-type: none"> • Business plan* • Develop or teach University or advanced coursework* • Completion of industry related Post-Graduate level education programs including Capstones, Master's Thesis, and doctoral dissertation.* • Formal presentations and speaking engagements at a recognized education event of at least 45 minutes in length as the sole speaker. If co-speaking or a panel, must have contributed at least 45 minutes of content alone.** • Author or co-author of an industry related book of at least 1,000 words as a contributor.** • Author articles for industry-respected organizations including, but not limited to MGMA publications of at least 1,000 words in length. If co-authored or featured, must have provided at least 1,000 words of the published work.** 	<ul style="list-style-type: none"> • Hold the CMPE designation for at least six years <p>AND</p> <ul style="list-style-type: none"> • Completion of 25 continuing education hours pertaining to leadership. These 25 leadership hours may be included in CE hours used to maintain their CMPE
VOLUNTEER REQUIREMENTS PATHWAY ONE	PATHWAY TWO
<p>Completion of six volunteer hours. Three hours must be healthcare related, including but not limited to volunteering for industry-related organizations such as MGMA-ACMPE.</p>	<p>Completion of 12 volunteer hours. Six hours must be healthcare related, including but not limited to volunteering for industry-related organizations such as MGMA-ACMPE.</p>

NOTE: All tasks must be completed within TWO years of your program acceptance date. *One submission of this item type is automatically tracked for an estimated total of at least 15 hours, more than one is not needed or estimated time.

**Specifications of acceptable submissions for this type are required.

QR Code—Apply for Fellowship



The BOK Domains Exam %

- ▶ Operations Management / 25%
- ▶ Financial Management / 25%
- ▶ Human Resources Management / 15%
- ▶ Transformative Healthcare Delivery / 13%
- ▶ Risk and Compliance Management / 12%
- ▶ Organizational Governance / 10%

OPERATIONS MANAGEMENT

- Process improvement
- Master budgets, employment law, healthcare rules/regulations and project management
- Purchasing and asset management
- High-quality and safe environments
- Outsourced business services and external expertise
- Information technology
- Communications, marketing and community relations
- Compensation plans, revenue allocation methods, expense allocation methods, and merger and acquisition agreements
- Physician conduct and performance expectations

FINANCIAL MANAGEMENT

- Coding and billing concepts, payer reimbursement policies and revenue cycles
- Cash flow management
- Accounts payable management
- Payroll systems management
- Budget management
- Audit processes

HUMAN RESOURCE MANAGEMENT

- Staffing plans
- Clinical and nonclinical staff retention
- Clinical and nonclinical staff training and development
- Staff compensation and benefit plans
- Staff performance evaluation

TRANSFORMATIVE HEALTHCARE DELIVERY

- ▶ Population health
 - Care coordinator
 - Correct coding initiative
 - BPCI
 - MIPS, MACRA, MSSP
 - ACO
 - Value-based contracts (cost and quality)
 - Payment reform
 - Health disparities
- Alternative payment models
- Remote monitoring
- Patient portal
- Scribes
- Telehealth
- Accountable care organizations
- Information technology
- Pay for performance
- Social determinants
- Health equity
- Continuity of care

RISK AND COMPLIANCE

- Risk management
- Adverse events
- Federal and state laws and regulations
- Accreditation and licensure requirements

ORGANIZATIONAL GOVERNANCE

- Legal structure and governance
- Corporate mission, vision and value statement implementation

Where do I get CE's?

MGMA Sources

- ▶ National, state and local chapters
- ▶ Webinars
- ▶ Article assessments
- ▶ Lunch and Learns
- ▶ MGMA study groups
- ▶ Live webinars, teleconferences and face-to-face events
 - ▶ This session counts as Live MGMA hours!

Other Sources

- ▶ Qualified sources that pertain to the medical practice management field or MGMA
- ▶ Recognized professional associations/organizations
- ▶ College coursework
- ▶ Formal presentations
- ▶ Distance learning with interactivity

Logging ACMPE CE Hours

1. Sign in to MGMA.com
2. Select “**My Dashboard**” found on the top right corner.
3. Select “**MANAGE MY ACCOUNT**” found on the top left corner.
4. Select “**ACMPE TRACKING**” found on the left side to enter the portal.
5. Click “**ACMPE Transcript**” to review your total claimed credit hours and to request altering existing credit hours.
6. Click “**Add ACMPE Continuing Education Hours**” to claim all qualified hours for ACMPE.
 1. To add hours for MGMA and external sources, complete “**Claim My Additional Credit**”.
 2. To claim your completed MGMA webinars and conferences, complete “**Claim My Attended MGMA Events**”

[ACMPE Continuing Education \(mgma.com\)](https://mgma.com)



Questions & Discussion

- What's holding you back from starting your ACMPE journey?

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