



ACMPE Forum Representative Liaison

Chair Appointment & Term:

The ACMPE Forum Representative Liaison is appointed by the NC MGMA organization each year. The ACMPE Forum Representative Liaison is appointed on a year-to-year basis, and can renew for multiple years. Forum representatives meet in person twice a year, once at the MGMA annual conference and at the state leadership conference.

Committee Member Appointment & Term:

The ACMPE Committee is open to any interested NCMGMA member who is certified or a Fellow with ACMPE. Chair is responsible for recruiting committee members and the appointment is for a minimum three year term. Members may choose to participate for multiple terms.

Charge:

The ACMPE Forum Representative promotes and supports ACMPE efforts in the NC MGMA organization by networking and conducting outreach throughout the state in partnership with MGMA and the ACMPE Certification Commission.

Essential Duties:

1. Work with state MGMA organization, MGMA, and the ACMPE Certification Commission to discuss and implement ACMPE activities and goals for the coming year.
2. Assist with local or regional initiatives by engaging an ACMPE ad hoc group.
3. Provide a quarterly report for the NCMGMA newsletter.
4. When asked, provide assistance with the conference committee on current ACMPE topics of interest for educational resources.
5. Serve as a resource to state MGMA organizations regarding professional development activities offered through ACMPE.
6. Share ACMPE information and deadlines on NCMGMA website or other communication channels, i.e. the state's newsletter, mailings, or social channels.
7. Share updates and communication to state audience that is appropriate from the Forum Rep Monthly Updates.
8. Represent ACMPE at state MGMA educational programs and pursue various efforts to promote ACMPE professional development opportunities.
9. Request ACMPE materials for a promotional booth at NCMGMA conferences. Promote



MGMA booth and traveling bookstore to encourage professional development.

10. Host informational session(s) for those interested in pursuing certificates, Board certification or Fellowship.
11. Promote ACMPE certificates, Board certification and Fellowship and encourage colleagues to pursue the ACMPE designations.
12. Utilize MGMA communication templates and Forum Rep resources to:
 - Provide support to ACMPE members completing the advancement requirements
 - Contact new ACMPE members to offer support and orientation information
 - Send congratulatory notes when ACMPE members from your state advance from nominee to CMPE and from CMPE to Fellow.
13. Promote the value of affiliation with MGMA.
14. Participate in training sessions, conference calls and meetings, specifically the State Leadership Conference and forum representative meetings.
15. Perform other duties as necessary to the position of ACMPE Forum Representative Liaison.

Skills, Knowledge and Experience Required:

1. Be a Certified Medical Practice Executive or Fellow in ACMPE.
2. Understand certification and fellowship requirements and processes.
3. Ability to communicate and promote the certification and fellowship programs.
4. Willingness to contact people via email, telephone, and conduct meetings as needed.
5. Preferred but not required (by MGMA): Member of the NCMGMA Board of Directors.