



# ACMPE Overview

## “Make this the year!”

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NC ACMPE Forum Representative

# ACMPE Overview

## Welcome!

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

- Brief introductions...
  - ACMPE Forum Representative's role
- Overall purpose of today's session:
  - Information overview on MGMA's credentialing processes
  - Review of the MGMA BoK, CMPE testing and steps to Fellowship
  - Review MGMA Certificates





# MGMA, ACMPE, CMPE, FACMPE, oh my!

**Yes, lots of acronyms – just like our healthcare industry!**

ACMPE – American College of Medical Practice Executives

- Certifying body of MGMA
- 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



*What's the big deal?*

## **Credentials**

- Recognized as the professional standard in medical practice management
- Board certification shows you are committed to excellence in your field just as your physicians are to their field of medicine
- Stand out in your profession



A hand holding a pen pointing to a bar chart on a document. The image is in a light blue monochrome style. The hand is on the left, holding a dark pen. The pen is pointing towards a bar chart on the right. The chart has several bars of varying heights. The background is a light blue gradient.

# Key Benefits of Board Certification

- Validation of knowledge
- Increased marketability
- Increased earning power: our certified members report earning more than their non-certified counterparts\*
- Enhanced academic performance
- Improved reputation
- Enhanced credibility
- Respect from peers

*\*Source: MGMA DataDive Management and Staff Compensation Survey*

# Stand Out in Your Profession



## “Help-Wanted” Ads

- **Practice Administrator, Greensboro** – “Certified Medical Practice Executive (CMPE) through Medical Group Management Association (MGMA) is preferred”
- **Administrator, Greenville** – “CMPE or FACHE Certification preferred”
- **Practice Administrator, Gastonia** – “Relevant certifications (CMPE, FACMPE, or FACHE) are preferred”
- **Senior Business Manager, Durham** – “Certifications such as PMP, Lean, FACMPE, or FACHE preferred”
- **Executive Director, MI** – “Certified Medical Practice Executive (CMPE) preferred”
- **Director of Physician Practice Operation, LA** – “Certified Medical Practice Executive (CMPE) certification preferred – through MGMA”



# ACMPE Credentialed Professionals

## Total credentialed in NC:

- Certified Medical Practice Executive (CMPE)
  - **200 (2,193 total in US)**
- Fellow, American College of Medical Practice Executives (FACMPE)
  - **63 (includes life/distinguished) (1,087 total in US)**

## Total applicants engaged in the CMPE/FACMPE process in NC:

- Certified Medical Practice Executive (CMPE)
  - **28 eligible and/or in-process**
- Fellow, American College of Medical Practice Executives (FACMPE)
  - **3 eligible and/or in-process**

*\*as of July, 2023*

## Skillset Required

- A deep understanding and knowledge of the principles of the Body of Knowledge for medical practice management
- The application of those principles to real-life situations and scenarios in healthcare
- Knowledge on how to successfully manage all aspects of a medical practice

*“A journey of a thousand miles begins with a single step.”*  
- Lao Tzu



# ACMPE Certification Progression

## Nominee

- “I’ve started the process”
- MGMA membership
- Application purchased and accepted

## CMPE

- Certified Medical Practice Executive
- Demonstrates a commitment to the profession, physicians and patients

## FACMPE

- Fellow, American College of Medical Practice Executives
- Demonstrates a mastery of the healthcare medical practice industry

# Eligibility Pathways

## PATHWAY

1

- Active MGMA member
- Purchase and complete application
- Two years of healthcare experience
- Bachelors degree or 120 college credit hours

## PATHWAY

2

- Active MGMA member
- Purchase and complete application

### **BEGIN PROGRAM**

- May complete the program once both experience and education are met (two years of healthcare experience with a Bachelors degree or 120 college credit hours)

## PATHWAY

3

- Active MGMA member
- Purchase and complete application
- Six years of healthcare experience
- Of the six, four years in a healthcare management or leadership role

# Becoming Board Certified



- Purchase and pass multiple-choice exam
- Purchase and pass scenario-based exam\*
- Earn 50 continuing education (CE) hours; may be completed up to 3 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
  - State and local chapter hours count!
- 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.*







## *What about those exams?*

- **Multiple choice exam - 175 items**
  - Assesses your on-the-job knowledge of the broad scope of group practice management principles and practices as described in the six domains of the BOK.
- **Scenario-based exam – 90 items, 18-25 scenarios**
  - May only be taken once you have logged two years of healthcare experience and earned your Bachelor's degree or 120 hours of college credit.
  - Assesses in-depth knowledge of medical practice management principles, problem-solving and decision-making skills a candidate would need to handle and resolve real-world medical practice issues.

# Scenario-Based Exams

Presented with a scenario

Each is a real-life scenario pertaining to the various domains of the BoK

18-25 scenarios per exam form

120 minutes to complete

Each form will have 90 items/questions

Multiple  
Choice

Multi-  
Select

Short  
Answer

Drag  
and  
Drop

A hand holding a pen pointing to a bar chart on a document. The image is in a light blue, semi-transparent style, serving as a background for the slide.

## Register & Schedule Exam(s)

- Can register and sit for exams with as little as 48 hours' notice any time of the year
- Option for on-demand testing at over 500 Measure Learning testing locations, or
- May select live remote proctored (LRP) format from the location of choice, including home or office
- If taking both exams, must make appointment for 2
- Once purchased, one year to complete
- Within 24 hours of registering, you will receive a “notice to schedule.” ***You will only receive one notice to schedule per exam purchased***



# Testing Support

## MGMA Website

- **What to Expect:** Provides a detailed walk through of the entire check-in process including videos that show what to expect during your exam.

[Exam Day: What to Expect – ProctorU](#)

- **Test-Taker Resource Center:** Details how to create an account, describes system requirements, displays a full video showing the test-taking experience, lists FAQs and includes a link to test-taker support.

[Online Proctoring: Test-Taker Resource Center – ProctorU](#)

WHAT WE LEARN  
BECOMES PART OF  
WHO WE ARE





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# Study Resources

## **ACMPE Member Community at MGMA.com**

- Get study advice
- Ask exam questions
- Find a community of colleagues that will become a trusted source to help you navigate your career
- **FREE!**

[ACMPE Member Community group](#)





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# Study Resources

## Essentials of Group Practice Management

- Self-paced study
- Provides a thorough overview of the essential concepts and skills required of today's medical practice management professionals
- **FREE!**

[Essentials of Group Practice Management \(mgma.com\)](http://mgma.com)

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## Study Resources

### **ACMPE Online Study Group – FREE!**

- Hosted by TNMGMA
- Virtual study group
- 7-week study group designed to help you prepare for the certification process
- Covers 6 BOK domains
- Reviewed from the perspective of a variety of healthcare settings, including hospitals and ambulatory care settings

# Study Resources

## Examinations Guide

- Outlines specific areas of each domain covered on the exams.
- FREE!

### DOMAIN 1: OPERATIONS MANAGEMENT

#### KEY WORDS/AREAS:

SWOT Analysis	Market Forecasting
Strategic Initiatives	Master Service Agreement
Lean	Artificial Intelligence
Gantt Chart	Board of Directors
Business Plan	Data conversion
ROI Assessment	Process of care measures
Key performance indicator (KPI)	Multi-disciplinary team
GPO	Value based purchasing
IPA	Types of leases
CAP Formula	Inventory Control

#### A. GENERAL PRACTICE OPERATIONS

1. Industry benchmarks
2. Total quality management techniques (Six Sigma, Lean)
3. Policies and Procedures

#### B. STRATEGIC PLANNING

1. Role of mission and vision in the strategic management process
  - a. Tools and methodology in strategic planning
  - b. Identifying strategic objectives
  - c. Implementation
- Ongoing monitoring and evaluation

[Study Resources \(mgma.com\)](http://mgma.com)



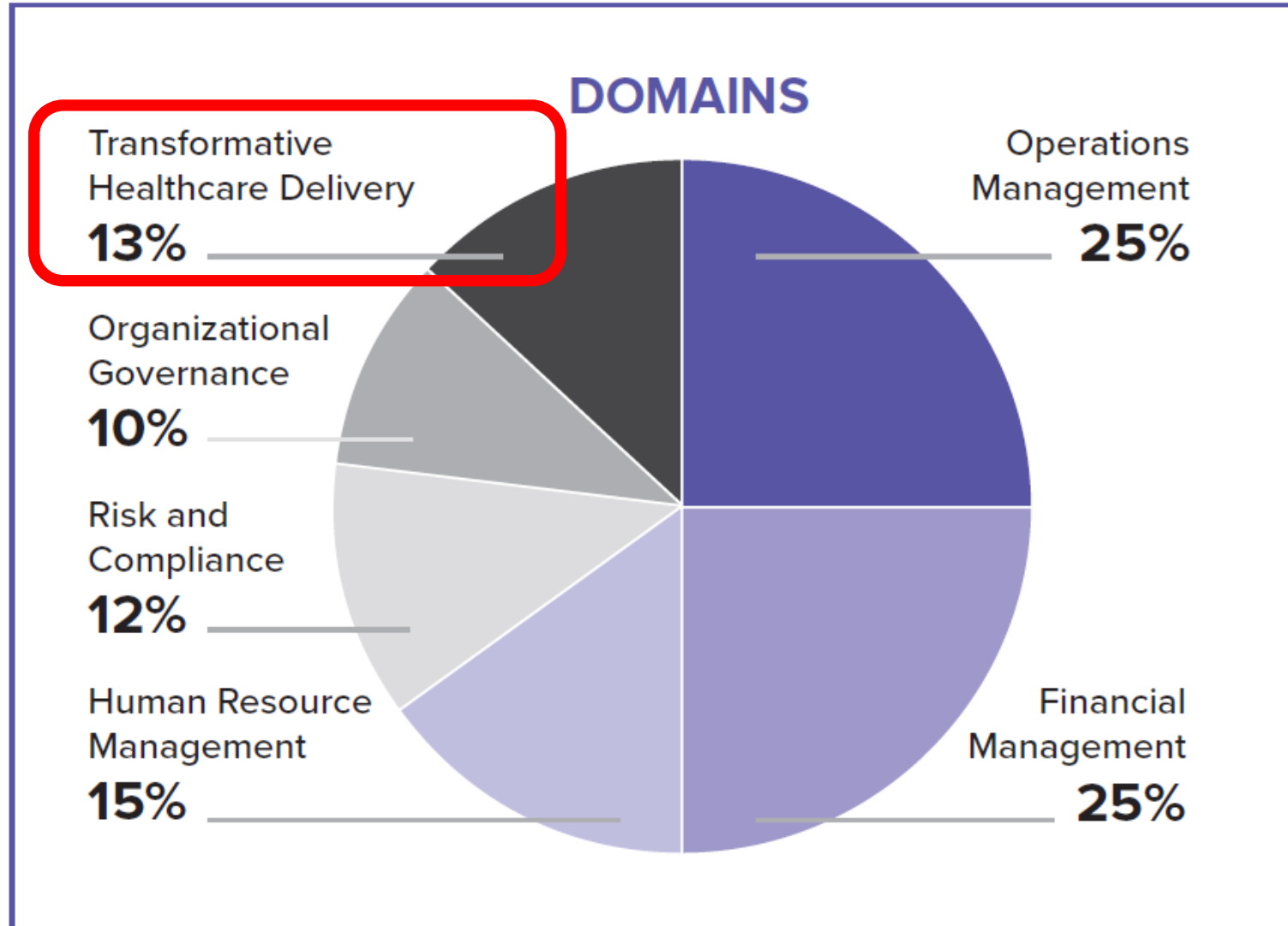


# Body of Knowledge (BoK)

**The complete set of concepts, terms and activities that make up medical practice management.**

- Serves as a repository of industry knowledge, a guide to practice management, an assessment of competency and a learning tool
- Serves as a blueprint for those pursuing certification
- Has been around over 65 years!

# Body of Knowledge (BoK)



# FINANCIAL MANAGEMENT

## OBJECTIVES

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



A person is working at a computer workstation. The monitor displays several data visualizations, including a line graph showing an upward trend, a pie chart, and a bar chart. The person's hands are visible on the keyboard and mouse. The overall scene is in a professional office setting.

# HUMAN RESOURCE MANAGEMENT

## OBJECTIVES

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

# ORGANIZATIONAL GOVERNANCE

## OBJECTIVES

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

# OPERATIONS MANAGEMENT

## OBJECTIVES

- 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



# TRANSFORMATIVE HEALTHCARE

## KEY CONCEPTS

- 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

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# RISK AND COMPLIANCE

## OBJECTIVES

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



## *So, what's it all cost?*

**Every step along the CMPE pathway involves a financial investment.**

- CMPE Nominee status requires an MGMA-national membership (\$399 annually)
- Board Certification (CMPE) application fee to enter into Nominee status: \$250
  - If already an MGMA-national member, a \$100 discount is offered when entering Nominee status
- Each exam (MC and SB) are \$167 (per attempt)
- Study resources: free and paid options available
- Continuing education: free and paid options.





**Tell me and I forget, teach  
me and I may remember,  
involve me and I learn.**

Benjamin Franklin





## Fellowship: *“The Cherry on Top!”*

### **Most prestigious designation available in the medical practice management industry!**

1. Demonstrates leadership, innovation, and professional engagement in the healthcare industry
2. Demonstrates expert knowledge of the principles of medical practice management and leadership
3. Thought leaders with
  - leadership, innovation and strategic planning skills
  - professional engagement and service for the next generation of healthcare leaders
  - a proven commitment to professional development

# Pathways to Fellowship

	PATHWAY 1	PATHWAY 2
<b>MEMBERSHIP</b>	Be a current MGMA Member	Be a current MGMA Member
<b>EXPERIENCE</b>	Bachelor's Degree and 5 years healthcare experience <b>OR</b> Master's Degree or higher and 3 years healthcare experience	Bachelor's Degree and 5 years healthcare experience <b>OR</b> Master's Degree or higher and 3 years healthcare experience
<b>CERTIFICATIONS</b>	Hold the Certified Medical Practice Executive (CMPE) in good standing	Hold the Certified Medical Practice Executive (CMPE) in good standing
<b>TIMELINE</b>	Application and requirements must be completed within 2 years from purchase before needing to reapply  Requirements can be completed up to 6 years prior to application purchase date	Application and requirements must be completed within 2 years from purchase before needing to reapply  Requirements can be completed up to 6 years prior to application purchase date





# Fellowship—Pathway 1

## Complete One or More, Total of at Least 15 Hours

- 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.\*\*

*\*One submission of this type is automatically tracked for an estimated total of 15 hours*

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

[Apply for Fellowship \(mgma.com\)](https://mgma.com)

# Fellowship—Pathway 2

## Certification Validation and Leadership Hours Required

- Must have held CMPE designation for at least 6 years
- Must complete 25 CE hours pertaining to leadership
  - CE hours can be backlogged up to 6 years prior to application purchase date
  - Must be directly related to “leadership development,” not general CE or healthcare management
    - Learning new leadership techniques
    - Refine old skills to run a team (assertive communication, motivation methods, coaching, etc.)

ACMPE - Fellowship Pathway 1: <https://bcove.video/46mgEAd>

ACMPE - Fellowship Pathway 2: <https://bcove.video/46Di6hO>





# Continuing Education



# Earned your CMPE or FACMPE?

## Maintain Your Designation

### Continuing Education Requirements

#### Every three (3) years:

- Earn **50** hours of CE
  - **30** of 50 must be from MGMA National, State or local
  - **12** of 30 must be from **LIVE** learning from MGMA National, State or local
  - The remaining **20** hours can come from other qualified sources
- Fellows must also submit **6** hours of volunteer work, **3** of which must pertain to healthcare
  - ★ **Bonus**—If you volunteer with NCMGMA, those hours count!

# 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!
  - **This entire conference is worth 11.5 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 \(mgma.com\)](http://mgma.com)







# ACMPE On-Demand Certificates

**Developed to further demonstrate your knowledge and understanding of core practice management principles.**

- Certificate awarded after passing comprehensive assessment
- Membership not required
- No education or experience required
- One year to complete
- No maintenance/CE requirements
- Stackable with other certificates, CMPE, and FACMPE
- Bolster your resume'

[ACMPE Certificates \(mgma.com\)](http://mgma.com)



# Certificates

## Domain Specific Certificates

- Human Resources Mgmt. (HRMC - \$650)
- Financial Mgmt. (FMC - \$1,050)
- Operations Mgmt. (OMC - \$1,050)
- Transformative Healthcare (THDC - \$800)

### Foundational Certificate

- Principles of Practice Mgmt.(PPMC - \$1,050)

## Topical Certificates

- Revenue Cycle Mgmt. (\$450)
- AP, Payroll & Cash Flow Mgmt. (\$250)
- Financial Reporting & Budgeting (\$175)
- Payer Contracting (\$450)
- Healthcare Data Analytics (\$250)
- Project Mgmt. (\$250)



# Share Your ACMPE Designations

- Digital badge platform
- Symbolizes your achievements
- Verifiable proof from a credible source
- Demonstrates your knowledge is up-to-date
- Use it in your email signature, social media or on a company website



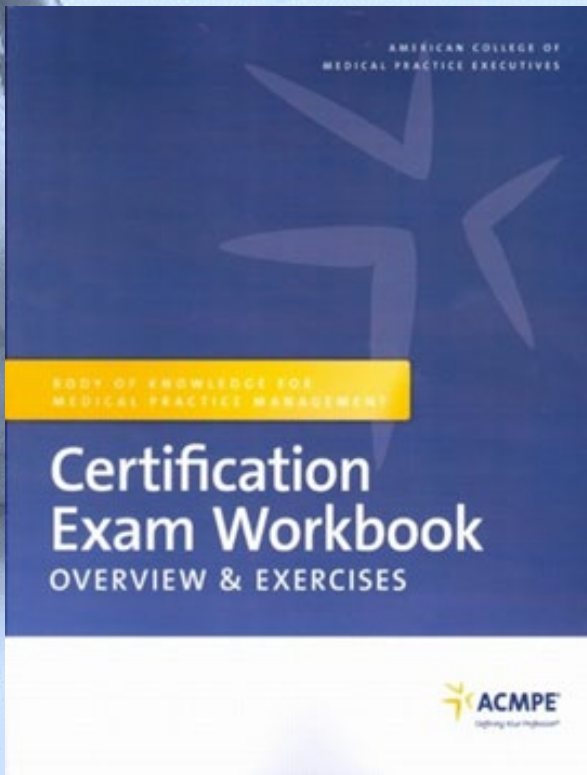
[Share Your ACMPE Designations \(mgma.com\)](https://mgma.com)



# Conference Promotions

## MGMA Conference Promo!

- Register for ACMPE certification within one week after this conference and
  - **Receive a FREE MGMA Certification Exam Workbook (value \$119) or**
  - **20% off the CMPE Nominee application fee**
- Call Member Services at 1.877.275.6462 ext. 1888 or email [service@mgma.com](mailto:service@mgma.com)



# Questions?

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*"The capacity to learn is a gift; the ability to learn is a skill; the willingness to learn is a choice"*  
(Brian Herbert)