

Continuing Education Credit Submission Guide: Instructions

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

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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.



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Title of conference or seminar:	Ohio MGMA Educational Webinar
Number of credit hours:	_____
End date of Program:	10/13/2010
Location:	Live Webinar

Wednesday, October 13, 2010

Time	Session	Hours earned
12:00pm – 1:00pm	<i>“A Practice Administrator’s Strategy for Turning Self-pay Accounts into Revenue”</i>	1.0 _____
	TOTAL	_____
	Maximum hours assigned * (OH10132010)	1.0

*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.
Keep this worksheet for your records.**

DO NOT FAX OR MAIL.