


Promoting Your Professional Development with ACMPE

2015 MGMA-Louisiana Annual Conference  
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Advancing Leaders. Advancing Practices.™

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### Objectives

- Describe the foundation and value of certification and fellowship
- Explain the steps to becoming a Certified Medical Practice Executive
- Implement the steps to becoming a Fellow

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### Agenda

- Taking the Pulse Activity
- History of ACMPE
- Value Discussion
- Steps to becoming certified through ACMPE
- Fellowship Steps
- Resources Provided
- Debrief Activity
- Questions

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### How well do you understand ACMPE and the steps in the process?

- I don't know anything, what is this ACMPE you speak of?
- I have heard of ACMPE before and I'm interested in certification but want more information.
- I understand the steps to become certified and just need a push in the right direction.

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### What is currently happening in the profession?

“Strategic practice administration is now more important than ever, and a commitment to life-long learning through professional affiliations and credential programs are especially valuable to the health of the practice and the health of the practice administrator’s career.”

Susan Turney, MD, MS, FACP, FACMPE, former MGMA president and CEO.

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### Evolving group practice

- The notion that running a medical practice is a simple job is outdated.
- Running a successful medical group today demands well-educated, experienced practice management professionals.



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### Reasons to pursue board certification

- Elevate your career
- Stand out in your profession
- Gain a competitive advantage
- Improve practice performance



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### What is ACMPE?

- The American College of Medical Practice Executives was established in 1956.
- MGMA provides credentialing through the ACMPE certification and Fellowship programs.
- ACMPE defines and updates the Body of Knowledge for the profession and assesses individuals through the Certification and Fellowship programs.



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### An achievable goal

- Your experience is already preparing you for the exams.
- Certification exams are designed to evaluate knowledge, skills, and competencies that an individual has already acquired.
- Some Nominees attain certification in less than a year, others complete it within 2-3 years.
- ACMPE provides resources, support and camaraderie along the way.

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## The Body of Knowledge for Medical Practice Management

- Foundation for the ACMPE certification program
- Inventory of job competencies
- Comprehensive job description for medical practice executives
- Valuable resource for professional development and practice improvement

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## Body of Knowledge hierarchy

- Four general competencies – woven through all domains
- Six knowledge domains:
  - Tasks
    - Knowledge and skills

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## Knowledge domains

- Operations Management
- Financial Management
- Human Resources Management
- Organizational Governance
- Patient-Centered Care
- Risk and Compliance Management

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## General competencies

- Professionalism
- Leadership
- Communication skills
- Critical thinking skills



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## Value Discussion

What is the value to your professional growth and practice by:

- Becoming board certified in medical practice management and attaining the CMPE designation?
- Enhancing your marketability and gaining competitive advantage in your career?
- Improving your practice's performance?

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## Steps to becoming certified

- Nominee
- Board Certification:
  - Certified Medical Practice Executive (CMPE)
- Fellowship
  - Fellow in the ACMPE (FACMPE)

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## Step 1: Are you qualified?

Eligibility to enter the certification program:

- Current National MGMA membership
- Two years experience in healthcare management, including six months supervisory experience



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## Step 2: Submit your application

[Apply Now](#)

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### Step 3: Take a multiple-choice exam

- 175-item, multiple-choice test
- Tests knowledge and understanding of medical practice management principles and issues
- 3 hours and 15 minutes in length

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### Sample multiple choice exam questions

- Which of the following is an example of a variable cost?
- A. Property tax.
  - B. Medical supplies.
  - C. Malpractice insurance.
  - D. Equipment leases.

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### Sample multiple choice exam questions

- Which of the following describes the requirements for protecting employees through the use of specified equipment and/or clothing?
- A. Clinical Laboratory Improvement Amendments (CLIA)
  - B. Americans with Disabilities Act (ADA)
  - C. Occupational Safety and Health Administration (OSHA)
  - D. Fair Labor Standards Act (FLSA)

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### Sample multiple choice exam questions

- An independent practice association (IPA) refers to which of the following?
- A. A legal form of solo practice.
  - B. Physicians who have joined together to provide medical services for managed care contracts.
  - C. A national association limited to those in private practice.
  - D. A means of networking physicians in professional corporations.

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### Step 4: Take an essay exam

- Three-question essay exam
- Based on critical incidents that require you to assess a situation and prescribe a course of action
- Tests in-depth knowledge, problem-solving and decision-making skills, and the ability to communicate in writing
- 1 hour and 30 minutes in length



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### Sample essay exam questions

You are the administrator for a medical practice that is a for-profit corporation. You have noticed physician turnover due to fluctuating incomes, a dependence on financing 100% of capital purchases and a need to rapidly recruit a number of new physicians.

Describe how you would handle this situation.

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### Sample essay exam questions

You are the administrator of a medical practice. The practice has lost revenue in the past year due to a reduction of managed care contract rates. The physicians in the group have suggested converting the practice to a cost-based fee schedule as a way to increase revenue.

Discuss how you would evaluate this idea and describe your recommendations to the physicians.

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### Exam administration

- **ACMPE certification exams**
  - Offered four times a year
  - Proctored at 500+ locations across the U.S.
  - Results within eight weeks

- **Board Certification Exam Dates**

Exam Window	Registration
November 9-21, 2015	9/24/15 – 10/6/15
February 13-27, 2016	12/30/15 – 1/13/16
June 11-25, 2016	4/27/16 – 5/9/16
September 10-24, 2016	7/27/16 – 8/8/16
December 3-17, 2016	10/19/16 – 11/2/16



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### Step 5: Obtain 50 hours of continuing education

- To advance: **50 cumulative**
- To maintain status: **50 hours every three years**
- Eligible activities for credit include:
  - Conferences and seminars
  - College and university coursework
  - Published books, articles and online course content
  - Editorship
  - Formal oral presentations
  - Distance learning programs (online, audioconference, etc.)

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## Board certification requirements

Complete the three board certification requirements:

- ★ Pass the multiple-choice exam
- ★ Pass the essay exam
- ★ Earn 50 continuing education hours

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## Step 6: The Board confers your credential

- Upon completing the three requirements, you will earn:
  - Board certification in medical practice management; and
  - The Certified Medical Practice Executive (CMPE) designation.
- To maintain your status, you must:
  - Continue yearly membership; and
  - Keep current with the 50-hour continuing education maintenance requirement every three years.



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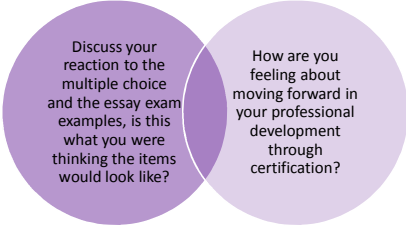
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## Discussion



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## Pathway to fellowship

Earn the designation of Fellow in ACMPE (FACMPE) and gain:

- The highest level of distinction in the medical practice management profession
- Greater professional respect and recognition as a proven expert in the profession
- Leadership and mentoring opportunities
- Requests for your unique perspective and opinions



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## Fellowship requirements

- Attain board certification
- Submit a \$250 application fee and complete a Fellowship application
- Write a professional submission
- Meet the continuing education requirement



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## Submission process

- Two step submission process:
  - Outline
  - Manuscript
- Outline and manuscript submissions are graded anonymously by teams of Fellows on the ACMPE Professional Papers Committee
  - Once your outline is approved, you can begin work on the manuscript phase
  - The committee will provide valuable feedback at each phase

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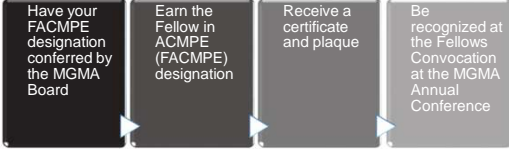
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## Achievement of FACMPE status

- Upon completing the Fellowship requirements, you will:



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## Resources

- The Body of Knowledge for Medical Practice Management, 3<sup>rd</sup> Edition
- ACMPE Forum program
- Knowledge Assessment, 3<sup>rd</sup> Edition
- Certification Exam Workbook
- Additional tools on the website at [mgma.org/acmpe](http://mgma.org/acmpe)
- MGMA-Louisiana State Members:
  - State Certification Program (1<sup>st</sup> Yr of National Membership Free)
  - Louisiana Advancement Award Program (\$500 Award)

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### Additional resources

- Publications
- Workshops
- Mentoring
- Member Community discussion groups
- Online transcript

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### Debrief activity

Goals are easier to work on when you verbalize them and write them down. Take a few minutes to jot down your thoughts and discuss with the person next to you.

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### Call to action

Now that you know what Board Certification and Fellowship is all about, it's time to get started!

- Fill out the Board Certification application today.
- Visit our website for tools and resources.
- Formulate a plan to achieve your goal!



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**We are here for you**

- MGMA Service Center
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- Email at [acmpe@mgma.org](mailto:acmpe@mgma.org)
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**Questions?**



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