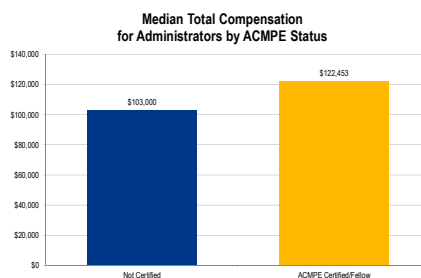


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## Pathway to ACMPE Certification: Taking the trip from Nominee to Certified Member to Fellow



## Proven value of ACMPE certification



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## Agenda

- Pathway and requirements
  - Board certification
  - Fellowship
- Resources

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## An achievable goal

- The board certification process is self-paced.
- Set a completion goal that fits your needs.
- Half of ACMPE Nominees earn the professional designation – CMPE – in two years or less.
- ACMPE provides resources, support and camaraderie along the way.

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## Pursue board certification with ACMPE

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

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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 - Competencies

Four general competencies: Professionalism, Leadership, Communication skills and Critical thinking skills

Eight knowledge domains:

- Business Operations
- Financial Management
- Human Resource Management
- Information Management
- Organizational Governance
- Patient Care Systems
- Quality Management
- Risk Management

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## Board certification requirements

Complete the board certification requirements:

1. Pass the objective exam
2. Pass the essay exam
3. Earn 50 continuing education hours

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## ACMPE Pathway

- Join as a Nominee
- Board certification
  - Certified Medical Practice Executive (CMPE)
- Fellowship
  - Fellow in the ACMPE (FACMPE)

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## Objective exam

Purpose: To assess your knowledge and understanding of the broad scope of medical practice management principles and issues

- 175-item, multiple-choice test
- Tests knowledge and understanding of medical practice management principles and issues
- 3 hours and 15 minutes in length
- Passing score: 70%
- Cost: \$165

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## Nominee

You are eligible to join ACMPE if you:

- Are serving in a health care position that contributes to the mission of ACMPE

Submit exam prerequisite:

- Confirm two years of health care management experience

ACMPE dues:

- \$275/year
- \$95 one time application fee

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## Objective exam emphasis by BOK domain

Financial Management	19%
Business Operations	9%
Human Resource Management	16%
Information Management	11%
Organizational Governance	16%
Patient Care Systems	12%
Quality Management	6%
Risk Management	11%

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## Objective exam tips

- Read through all options
- Rule out options to increase chances of guessing correctly
- Don't change your answer – trust your gut.

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## Essay exam

- Three-question essay exam
- Based on critical incidents that require you to assess a situation and prescribe a course of action
- 1 hour and 30 minutes in length
- Passing score: B
- Cost: \$165

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## Sample objective exam question

Which of the following is considered a key element in a SWOT analysis:

- A. Determining the timing of strategic initiative
- B. Analyzing the weakness of the organization
- C. Reviewing the strategic goals of the organization
- D. Determining the wealth of the group

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## Essay exam tips

- Read each question carefully to make sure you understand what you're being asked to do and take in all important information.
- If a question has multiple parts, be sure to answer each one.
- Develop a quick outline before writing your response.

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## Essay Exam

Purpose:

- The ability to understand and apply the competencies and domains in the Body of Knowledge to improve organizational performance through formulating a response in writing.
- In-depth knowledge of medical practice management principles and issues.
- Problem-solving and decision-making skills.

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## Sample essay exam question

You are the administrator of a medical group practice. A physician-owner has demanded an increase in an employee's salary because he believes the employee is irreplaceable. The employee has indicated that she will leave unless she gets a raise. The supervisor's performance reviews of this employee do not justify the increase.

Describe how you would resolve this situation.

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## Exam administration

- Computerized exams
  - Offered three times a year
  - Available at over 200 locations in the U.S.
  - Immediate objective exam results
  - Essay results within eight weeks
- Paper exams
  - Offered once a year
  - Proctored at the MGMA Annual Conference
  - Exam results within eight weeks

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## Achievement of CMPE status

- Upon completing the 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 ACMPE membership; and
  - Keep current with the 50-hour continuing education maintenance requirement every three years.

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## Continuing education requirement

Purpose:

- To demonstrate your commitment to personal and professional development.
- To keep current with the ongoing changes in the medical practice management field.

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## 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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## Continuing education requirement

- To advance: 50 cumulative hours
- To maintain CMPE or FACMPE 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 (including poster presentations)
  - Distance learning programs (online, audioconference, etc.)
  - Assessments (including articles from *MGMA Connexion*)

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## Fellowship requirements

- Attain ACMPE board certification
- Write a professional paper or three case studies
- Meet the continuing education requirement

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## Professional paper/case studies

Purpose is to demonstrate:

- A proficiency to collect, assimilate and synthesize information into knowledge
- The creation of a professional study defensible to peers.
- The ability to communicate this achievement in writing in a clear and organized fashion.

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## Professional paper vs. case study

### Professional paper

- Documents the objectives and results of an investigation using objective research.
- Displays original thinking and details how the results of an investigation and research can be applied to the field.

### Case Study

- Documents the critical elements of a situation or event and reports on the decision-making process.
- Concentrates on the analysis and solution to a problem the writer has experienced.

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## Professional paper option

- The professional paper documents the objectives and results of an investigation into a health care management topic
- Two types of professional papers:
  - Exploratory paper
  - Historical paper

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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 Paper 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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## Case studies option

- Another option is to write three case studies on separate practice management situations you have experienced.
- Case studies document the problem-solving and decision-making process, including:
  - Background of the situation
  - Alternative solutions to the situation with pros and cons
  - Implementation of the chosen solution
  - Outcomes and lessons learned

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## Achievement of FACMPE status

- Upon completing the Fellowship requirements, you will:
  - Earn the Fellow in ACMPE (FACMPE) designation;
  - Receive a certificate and plaque; and
  - Be recognized at the Convocation held during the ACMPE Business Meeting Luncheon at the MGMA Annual Conference.
- To maintain your status, you must:
  - Continue yearly ACMPE membership; and
  - Keep current with the 50-hour continuing education maintenance requirement every three years.

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## Resources

- ACMPPE Certification Manual
- The Body of Knowledge for Medical Practice Management
- ACMPPE Forum program
- ACMPPE web site: [www.mgma.com/acmppe](http://www.mgma.com/acmppe)
- ACMPPE Certification Help Desk 888.275.6462 , ext. 1869
- ACMPPE eGroups in the Member Community
- Me, [ksuskie@uams.edu](mailto:ksuskie@uams.edu) , 501.686.5170

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## Additional resources

- ACMPPE Knowledge Assessment
- ACMPPE Certification Exam Workbook
- Publications
- Workshops
- Mentoring
- Online transcript

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Questions?

