

# ACMPE

## AMERICAN COLLEGE OF MEDICAL PRACTICE EXECUTIVES OFFERINGS

Career advancement and development is a lifelong journey and a requirement in the healthcare industry. Learn more about ACMPE offerings and credentials.



Inspiring  
healthcare  
excellence.<sup>SM</sup>



# ACMPE OFFERINGS



## ACMPE CERTIFICATE

Certificates are a micro-learning opportunity to acquire and be recognized for specific competencies based on the *Body of Knowledge (BOK)*. MGMA offers three types of certificates stackable with all ACMPE designations:

### PRINCIPLES OF PRACTICE MANAGEMENT CERTIFICATE PROGRAM:

A primary training program of the core principles of medical practice management, based on top areas of the *Body of Knowledge*. Completion of assessment results in the Principles of Practice Management Certificate and PPMC credentials. A great training in preparing to complete your CMPE.

### TOPIC-SPECIFIC CERTIFICATES:

Each certificate is created to teach specific competencies based on topics and skills pertinent to the *BOK* domains. Completion of assessment results in certificate of understanding the specific learning outcomes.

### DOMAIN-SPECIFIC CERTIFICATE PROGRAMS:

Covering one of the six domains based on a *BOK*, broken into topics and skills to cover in-depth information. Completion of assessment results in a certificate for a specific domain, with credentials for use.



## BOARD CERTIFICATION

The Certified Medical Practice Executive (CMPE) credential is recognized as the professional standard in medical practice management. It is a unique identifier that can demonstrate your in-depth understanding of the *BOK* and apply it, situationally, to best lead your organization.



## FELLOWSHIP

A Fellow of ACMPE (FACMPE) is the most prestigious professional designation in the medical practice management community. As a Fellow, you'll find a platform to demonstrate leadership, innovation, and professional engagement in the healthcare industry and the advancement of the medical practice management profession.



ACMPE

# CERTIFICATE

You will receive verified documents through MGMA's certifying body proving completion and understanding of a topic, skill-specific seminars, or online courses.

Upon completion of the resource and evaluation, certificate recipients showcase the completion of learning specific knowledge areas or skills that can supplement resumes or be shared with employers. No membership, education, or experience required to complete an ACMPE Certificate.

## DOMAIN CERTIFICATE PROGRAMS:

PRINCIPLES OF PRACTICE MANAGEMENT  
CERTIFICATE (PPMC)

FINANCIAL MANAGEMENT CERTIFICATE  
(FMC)

HUMAN RESOURCES MANAGEMENT  
CERTIFICATE (HRMC)

OPERATIONS MANAGEMENT CERTIFICATE  
(OMC)

TRANSFORMATIVE HEALTHCARE DELIVERY  
CERTIFICATE (THDC)

RISK AND COMPLIANCE MANAGEMENT  
CERTIFICATE (RCMC)

## TOPICAL CERTIFICATES:

Best Practices for Optimizing a  
Successful Telehealth Program

Payer Contracting

Accounts Payable, Payroll and  
Cash Flow Management

Financial Reporting and Budgeting

Revenue Cycle Management

Project Management and  
Strategic Planning

Healthcare Data Analytics

Additional topical certificates  
will be added throughout the year.



# BOARD CERTIFIED

The Certified Medical Practice Executive (CMPE) promotes professionals who meet the standard knowledge based on the *Body of Knowledge (BOK)*. Achieving Board Certification demonstrates and proves:

- Deep understanding of the principles of the *BOK* for medical practice management
- The application of the *BOK* principles to real-life situations and scenarios in healthcare
- Knowledge to successfully manage all aspects of a medical practice

## STEP 1 Apply

To ensure eligibility to apply for Board Certification, there are three pathways based on your current healthcare experience and education level. All applicants must be a member of MGMA.

- **Pathway One:** Hold a bachelor's degree or have completed 120 college credit hours + minimum two years in healthcare
- **Pathway Two:** A pathway to be partially eligible. For those in process of completing the Pathway One requirements but will have complete shortly. This is ideal for early careerists or recent graduates. Note: Select requirements may not be completed until eligible.
- **Pathway Three:** Have a minimum of six years of healthcare experience. Of the six, four must be in healthcare management or a leadership role.

## STEP 2 Complete Board Certification

To demonstrate ability to successfully manage all aspects of a medical practice through understanding of the principles of the BOK for medical practice management and real-life situations and scenarios in healthcare:

- Pass the Multiple-Choice Exam
- Pass the Scenario-Based Exam\*
- Earn 50 continuing education (CE) hours (minimum 30 from MGMA, of which 12 LIVE)

## STEP 3 Maintain Board Certification

Upon Board approval and receiving the Certified Medical Practice Executive (CMPE) designation, standard knowledge must be upheld:

- Sharing and promoting your credentials and achievement
- Maintaining active MGMA Membership
- Completing 50 continuing education (CE) hours during 3-year cycle (minimum 30 from MGMA, of which 12 LIVE)

\* *Scenario-based exam cannot be purchased or completed until education and experience qualifications are met.*



# FELLOWSHIP

Demonstrate your mastery of the medical practice industry and become a Fellow in the American College of Medical Practice Executives (FACMPE).

Fellows are the thought leaders within healthcare organizations and demonstrate leadership, innovation, and professional engagement in the industry and the advancement of the medical practice management profession.

## STEPS TO THE FACMPE CREDENTIAL

### STEP 1 Qualify & Apply

- Earn the Certified Medical Practice Executive (CMPE) credential
- Be a current MGMA member
- Pay an application fee
- Submit your Fellowship program application
- Hold a bachelor's degree with at least five years of healthcare experience

#### OR

- Hold a master's degree with at least three years of healthcare experience

### STEP 3 Maintain your Credential

- Complete six volunteer hours. Three must be healthcare related, including but not limited to volunteering for industry-related organizations such as MGMA-ACMPE
- Uphold your CMPE through submitting 50 CE hours every three years
- Remain an MGMA member

### STEP 2 Complete your Requirements & Volunteer

| REQUIREMENTS <b>PATHWAY ONE</b>  | <b>PATHWAY TWO</b>   |
|--|--|
| <p>To demonstrate leadership, innovation, and strategic planning skills, complete one or more to an estimated total of at least 15 hours of the following pertaining to healthcare leadership or medical group management:</p> <ul style="list-style-type: none"> <li>• Business plan*</li> <li>• Develop or teach University or advanced coursework*</li> <li>• Completion of industry related Post-Graduate level education programs including Capstones, Master's Thesis, and doctoral dissertation.*</li> <li>• 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.**</li> <li>• Author or co-author of an industry related book of at least 1,000 words as a contributor.**</li> <li>• 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.**</li> </ul> | <ul style="list-style-type: none"> <li>• Hold the CMPE designation for at least six years</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Completion of 25 continuing education hours pertaining to leadership. These 25 leadership hours may be included in CE hours used to maintain their CMPE</li> </ul> |
| VOLUNTEER REQUIREMENTS <b>PATHWAY ONE</b>  | <b>PATHWAY TWO</b>   |
| <p>Completion of six volunteer hours. Three hours must be healthcare related, including but not limited to volunteering for industry-related organizations such as MGMA-ACMPE.</p>   | <p>Completion of 12 volunteer hours. Six hours must be healthcare related, including but not limited to volunteering for industry-related organizations such as MGMA-ACMPE.</p>  |

**NOTE:** All tasks must be completed within TWO years of your program acceptance date. \*One submission of this item type is automatically tracked for an estimated total of at least 15 hours, more than one is not needed or estimated time. \*\*Specifications of acceptable submissions for this type are required.

# BODY OF KNOWLEDGE

Medical practice management is unique, and the profession's nuances make it unlike any other. That's why the *Body of Knowledge (BOK)* for Medical Practice Management is so essential to success. It serves as a repository of industry knowledge, a guide to practice management, an assessment of competency, and a learning tool.

MGMA offers a number of resources pertaining to the *BOK*, including a review series. The ACMPE Certificates, Board Certification, and Fellowship are all based on the *BOK*, credentialing, and verifying that advanced *BOK* knowledge.

# THE BOK

## DOMAINS

Operations Management

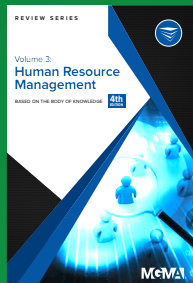
Financial Management

Human Resources Management

Transformative Healthcare Delivery

Risk and Compliance Management

Organizational Governance



# START YOUR CAREER ADVANCEMENT JOURNEY

**CONTACT US** | 877.275.6462 ext. 1888 | [acmpe@mgma.com](mailto:acmpe@mgma.com)

## **YOUR ACMPE TEAM**

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