

## Continuing Education Credit Submission Guide: Instructions

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

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.



## Continuing Education Credit Submission Guide: Calculation Worksheet

<b>Title of conference or seminar:</b>	American Association of Orthopaedic Executives 2010 Annual Conference
<b>Number of credit hours:</b>	_____
<b>End date of Program:</b>	05/04/2010
<b>Location:</b>	Anaheim, California

**Sunday, May 2, 2010**

Time	Session	Hours earned
10:00am – 11:15am	<i>General Session</i>	1.25 _____
1:15pm – 2:15pm	<i>In-Office Imaging: Regulatory Trends and Legislative Update</i>	1.0 _____
~ or ~	<i>or</i> <i>The Good Warrior – How to Survive the Battle of Healthcare Management</i>	
1:15pm – 2:45pm	<i>How to Get People to Do What You Want Them to Do: Proven Strategies for Powerful Results</i>	1.5 _____
~ or ~	<i>or</i> <i>Inside Better Performing Practices: Risk Management and Patient Safety</i> <i>or</i> <i>Alternative (and Legal) Methods of Allocating Ancillary Income</i> <i>or</i> <i>Strategic Planning</i>	
1:15pm – 4:30pm	<i>Organizational Evolution</i>	3.25 _____
	<i>or</i> <i>Practical Excel – 2007/Intermediate (Maximum capacity 25 participants)</i>	
3:00pm – 4:30pm	<i>Make Your Practice Shine in Good Times and Bad</i>	1.5 _____
	<i>or</i> <i>A New Partnership of Care-Prepare and Lead Your Healthcare Team</i> <i>or</i> <i>Alternative (and Legal) Methods of Allocating Ancillary Income (repeat)</i> <i>or</i> <i>Orthopaedic Practices and Hospital Alignment Best Practices</i> <i>or</i> <i>Are You Getting the Right Reimbursement?</i> <i>or</i> <i>Practical Uses for RVU's</i>	

**Monday, May 3, 2010**

<b>Time</b>	<b>Session</b>	<b>Hours earned</b>
7:45am – 8:45am	<i>General Session – Physicians and Change</i>	1.0 _____
9:00am – 12:00pm	<i>Enhance Your Group’s Change Capacity</i>	3.0 _____
~ or ~		
9:00am – 10:00am	<i>Show Me the Hi-Tech Money!</i> or	1.0 _____
~ or ~	<i>A Culture of Patient Safety: A Prescription for Protecting Your Practice</i> or	
	<i>Managing Practice Reimbursements</i> or	
	<i>Maximizing Compensation from Hospitals</i>	
9:00am – 10:30am	<i>Close Your Vault – Capture Escaping Income Opportunity (UC, PRP &amp; Rx)</i>	1.5 _____
~ or ~		
10:15am – 11:45am	<i>Asset Protection, Tax &amp; Exit Strategies for Today’s Orthopaedic Physician</i> or	1.5 _____
~ or ~	<i>EMR Implementation-Successful Tips and What NOT to Do</i> or	
	<i>New Initiatives in Physician Extenders: The Evolving Role of Certified Athletic Trainers</i> or	
	<i>Wage and Hour Boot Camp</i>	
10:30am – 11:45am	<i>Manage DME Inventory to Maximize Profitability</i> or	1.25 _____
	<i>Fracture Care – Are You Getting all the Charges Reimbursed?</i> or	
	<i>Understanding Malpractice Dangers in EMRs</i> or	
	<i>PQRI</i>	
12:45pm – 2:15pm	<i>CPR for your Revenue Cycle</i> or	1.5 _____
	<i>Management and Leadership</i> or	
	<i>Maximizing the Use of Information about the Patient Experience</i> or	
	<i>Star-Studded Service: Six Steps to Winning Patient Satisfaction</i> or	
	<i>RIF’s from A to Z</i> or	
	<i>Working with Hospitals: How to Maintain Autonomy in the New Healthcare Environment</i> or	
	<i>The Business of Medicine in Orthopaedics</i>	

**Monday, May 3, 2010 (continued)**

<b>Time</b>	<b>Session</b>	<b>Hours earned</b>
3:30pm – 5:00pm	<i>Asset Protection, Tax &amp; Exit Strategies for Today's Orthopaedic Physician</i> or <i>ICD-10</i> or <i>CPR for your Revenue Cycle (repeat)</i> or <i>The Economics of Physician Employment Contracts &amp; Stock Purchases</i> or <i>EMR-Quality Care</i> or <i>Creating the Customer Sensitive Office</i> or <i>Image, Ethics and Professionalism</i> or <i>Marketing to Managed Care Organizations</i>	1.5 _____

**Tuesday, May 4, 2010**

<b>Time</b>	<b>Session</b>	<b>Hours earned</b>
8:30am – 9:30am ~ or ~	<i>Learning from the Mistakes of Others</i> or <i>Ambulatory Surgery Centers – A Current View</i> or <i>Do You Know What Your Physicians are Doing? Effective Management of "Outside Activities" to Limit Your Risk</i>	1.0 _____
8:30am – 10:00am	<i>Selecting and Implementing and EMR for Orthopaedic Practices</i> or <i>Obama Care: How Managed Care Companies are Likely to Respond to Government</i> or <i>ARRA &amp; Ensuring Compliance with the HIPAA Privacy and Security Rules</i>	1.5 _____
12:00pm – 1:30pm	<i>Lunch and General Session – Health Care Update</i>	1.5 _____
1:45pm – 4:45pm ~ or ~	<i>Pivot Tables/Excel Advanced (Maximum capacity 25 participants)</i> or <i>Emotional Intelligence – Myers Briggs (Maximum capacity 30 participants)</i>	3.0 _____

