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

Agenda

- Pathway and requirements
  - Board certification
  - Fellowship
- Resources

Pursue board certification with ACMPE

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

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.

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

Proven value of ACMPE certification

- Median Total Compensation for Administrators by ACMPE Status
- Not Certified vs ACMPE Certified/Fellow
  - $103,000
  - $122,453
  - $0
  - $20,000
  - $40,000
  - $60,000
  - $80,000
  - $100,000
  - $120,000
  - $140,000
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

Board certification requirements

Complete the board certification requirements:
1. Pass the objective exam
2. Pass the essay exam
3. Earn 50 continuing education hours

ACMPE Pathway

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

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

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

Objective exam emphasis by BOK domain

<table>
<thead>
<tr>
<th>Domain</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Management</td>
<td>19%</td>
</tr>
<tr>
<td>Business Operations</td>
<td>9%</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>16%</td>
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<tr>
<td>Information Management</td>
<td>11%</td>
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<tr>
<td>Organizational Governance</td>
<td>16%</td>
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<tr>
<td>Patient Care Systems</td>
<td>12%</td>
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<tr>
<td>Quality Management</td>
<td>6%</td>
</tr>
<tr>
<td>Risk Management</td>
<td>11%</td>
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</tbody>
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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.

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

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

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.

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.

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.
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

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

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)

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.

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

Fellowship requirements

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

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

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

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.

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

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.
Resources

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

Additional resources

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

Questions?