Welcome!

Promoting your professional development with ACMPE Board Certification
You are certifiable
We Can Help!
Overview:
Taking the trip from Nominee to Certified Member

Penny J. Doherty  CMPE
Maryland MGMA Representative
Agenda

Certification Requirement Overview

Body of Knowledge History

Multiple Choice Exam

Scenario-based Exam

Continuing Education Requirements
What Do These Letters Mean?

**ACMPE Board certification (CMPE)**
- The CMPE credential validates the unique knowledge and skills necessary to run a successful medical practice.

**ACMPE Fellowship (FACMPE)**
- Share your expertise and make your mark in healthcare management.
ACMPE Board Certification Requirements

Pass the multiple choice exam
• 175 multiple choice exam (3 hours and 15 minutes)
• Tests breadth of knowledge across the Body of Knowledge

Pass the scenario-based exam
• 18-25 sets, 90 items (2 hours)
• Tests depth of knowledge

Earn 50 continuing education
• Cumulative from 30 days prior to acceptance date into the program

*Exam Fees: $165.00 Each
Why Pursue Board certification?

• Assess – The Personal Inventory, Knowledge Assessment, Body of Knowledge quizzes and the ACMPE community all help you evaluate your current knowledge base.

• Learn – MGMA provides learning resources for every level of experience.

• Certify – Certification increases your professional credibility and establishes your competence.

• Excel – Continue to enrich and supplement your knowledge through learning opportunities.
Set Your Goals, Not Someone Else

**Self-paced process** to set a completion goal that fits your needs.

½ ACMPE Nominees earn the professional designation – CMPE – in **9-12 months**.

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
The 6 Knowledge Domains

- Operations Management: 29%
- Finance Management: 24%
- Human Resource Management: 17%
- Risk and Compliance Management: 15%
- Patient-Centered Care: 8%
- Organizational Governance: 7%

Body of Knowledge Brochure
What is Being Tested?

- Professionalism
- Leadership
- Communication skills
- Critical thinking skills
Computerized exams

- Offered four times a year
- 48 test days per year
- Available at 500 locations in the U.S.
- Results within 2-6 weeks
Scoring

• Calculating the **number of correct** responses in the examination produces your examination score.

• Uses scaled scoring, similar to the college entrance ACT test.

• Scale scores provide a **consistent scale** of measurement, so that from one test administration to the next, the same scaled score represents the same level of knowledge.
Multiple Choice Exam

**Purpose**
Tests knowledge and understanding of medical practice management principles and issues

**Process**
- 175-item, multiple-choice test
- 3 hours and 15 minutes in length
- Passing score: 500+
Multiple Choice Exam Tips

- Answer all questions
- Take each question at face value
- Rule out options
- Read every question and option
- Come back to questions
- Don’t be confused
- Trust your gut
Sample Multiple Choice Exam Questions

What entity is legally responsible for ensuring that employee payroll taxes are paid?

A. The employee
B. The federal internal revenue service
C. The employer
D. The state department of labor
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**C. The employer**

D. The state department of labor
Sample Multiple Choice Exam Questions

Which of the following interview questions can be legally asked, when interviewing a prospective applicant for employment?

a. Have you ever been convicted of a felony?
b. What clubs or social organizations do you belong to?
c. Have you made child care arrangements?
d. Do you drink alcohol?
Sample Multiple Choice Exam Questions

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Sample Multiple Choice Exam Questions

When forming a group practice, the legal structure selected will require that certain types of documents are executed. Which document is specifically necessary for a Limited Liability company?

a. Corporate Bylaws.
b. Stock redemption agreement.
c. Governing policies.
d. Operating Agreement.
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d. **Operating Agreement.**
Scenario-Based Exam

**Purpose**
Assesses your problem solving and decision-making skills

**Process**
- 2 hours in length
- 90-item, 18-25 Sets
Scenario-based exam tips

Read each question carefully to make sure you understand what the scenario is presenting and process all important information.

Do not try to answer the questions prior to reading and understanding the scenario.

Read all the choices before selecting your answer and be sure to notice if it is asking you to choose one, two or three.

Trust your instincts. Once you have answered a question, don’t change your answer unless you are certain that your first choice is wrong. Research shows that most changed answers go from the correct choice to an incorrect one.
Each scenario is a real-life scenario pertaining to the various domains of the BOK

There will be 18-25 scenarios per exam form

An examinee will have 120 minutes to complete.
An administrator of a medical practice is approached by the billing manager about one of their employees. The manager explains to the administrator that the employee has been unable to meet her published performance standards. The manager states that when the employee was counseled last week about her lack of performance the employee broke down in tears. The employee shared with the manager that she is suffering from depression and is unable to focus due to problems in her personal life.

The manager explains to the administrator the employee managed to finish that workday without incident but has called in sick every day for the past week. The manager is concerned about the employee because a fellow employee received a disturbing text from the absent employee. The manager shares with the administrator that they fear the absent employee may be a victim of domestic violence.

The administrator and the manager consult their policies, and human resources and legal experts, to determine the next course of action.
Sample Scenario-based Exam Questions

Which is considered a BEST practice in the initial conversation between the employee and manager in this scenario?

A. Manager brought the employee to tears
B. Manager asked about employee's mental state
C. Manager provided co-worker's performance
D. Manager shared rating criteria
Sample Scenario-based Exam Questions

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C. Manager provided co-worker's performance

**D. Manager shared rating criteria**
Sample Scenario-based Exam Questions

Which documents should the employee in this scenario receive about their absences?
Choose two.
A. Employee Handbook
B. Performance Standards
C. Bereavement Policies
D. Leave of Absence Policies
E. Benefits Guide
Sample Scenario-based Exam Questions

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Sample Scenario-based Exam Questions

Which type of support should be provided to this employee when they return to the medical practice?
Choose One.
A. Retirement Planning
B. Employee Assistance
C. Performance Management
D. Unemployment Services
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The new administrator of a busy primary care practice recently became aware of concerns about physician documentation and coding from the billing office staff. Despite the fact the practice has an electronic health record, the staff state that some documentation is inconsistent, with some physicians dictating their notes with others handwriting them. Timeliness of documentation is also a concern. The administrator ordered a billing and coding audit of the prior year's services through an outside auditing firm. Neither the physicians nor the practice's outside legal counsel were informed in advance of the intent to conduct such an audit. Once complete, the audit results were presented directly to the administrator.

The audit revealed several areas of concern, noting one physician routinely overcoded new patient visits. The audit suggests this overcoding may result in the overbilling of Medicare by one hundred thousand dollars. Furthermore, the audit also suggests another physician in the practice undercoded most of his established visits. This impacts both commercial insurance and Medicare. Lost revenue from this undercoding is estimated at two hundred thousand dollars.
Sample Scenario-based Exam Questions

Which actions should the administrator take regarding the audit report?

Choose One.

A. Call the practice's attorney
B. Contact the OIG to ask for guidance
C. Contact the audit company
D. Meet with the physicians regarding coding
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Sample Scenario-based Exam Questions

Which potential impacts were discovered during the audit?
Choose two.

A. Provider productivity is not accurately captured.
B. The practice is susceptible to additional audits from government payers.
C. The practice is due a bonus from the commercial payer.
D. The billing staff require compliance training.
E. Provider productivity will decrease after the audit.
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Continuing Education

Purpose

• To demonstrate ongoing commitment to professional development in the medical practice management field.

Description

• Advancement Requirement
• Maintenance Requirement
To advance: 50 cumulative hours

Eligible activities for credit include:

- THIS Conference
- 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 Connection)
Achievement of CMPE status

Upon completing the requirements, you will earn:

- Board certification in medical practice management
- The Certified Medical Practice Executive (CMPE) designation

To maintain your status, you must:

- Maintain current membership
- Keep current with the 50-hour continuing education maintenance requirement every three years
2017 Resources – how to get started!

- Knowledge Assessment 3rd ed.: Available online. Questions are linked to resources that can be used for further study. The assessment can be taken more than once to track your knowledge development.

- The Body of Knowledge web portal (www.mgma.org/bok) hosts a number of free, online resources related to the knowledge domains.

- Body of Knowledge brochure: Available online.

- Exam Workbook: Available in e-book and hard copy format online.


- ACMPE Online Community
Thank you!
Questions?
Please visit the member resources section of Maryland MGMA

Penny Doherty CMPE
pennydoherty@mac.com