

Complete this form to send to acmpe@mgma.com for review.

ACMPE CONTINUING EDUCATION EVENT REVIEW FORM

The ACMPE Continuing Education Pre-Approval Event Form must be submitted 30 days prior to the educational event. All events must have a submitted Event Review Form for the first six months of your initial offering period. After the preliminary six-month window, the organization may submit their offerings at year end for documentation. After the first six months with consistent and appropriate use of offering ACMPE credit, a review of each program is no longer required. This period may reoccur in a modified manner if the year-end reporting displays discrepancies with the ACMPE continuing education standards. Organization will be notified of any needs if this occurs.

Events are described as any interactive learning programs that include relevant content aimed at improving management competence and medical practice management knowledge.

Please Note: you must receive confirmation of receipt of payment and approval in order to promote or grant ACMPE continuing education to attendees.

Please fill out all fields below:

ORGANIZATIONAL INFORMATION

Organization name:

Staff contact:

Email:

Phone:

Event information (please note that a form must be submitted for EACH event separately for the first six months of approval).

Event title:

Event description:

Facilitator(s):

Additional stakeholders/partners in event:

Areas of the *Body of Knowledge* for which the education applies (please check all that apply):

- Financial management
- Operations management
- Human resources management
- Transformative Healthcare Delivery
- Risk and compliance management
- Organizational governance



For more information on the MGMA-ACMPE *Body of Knowledge*, please visit this [link](#).

CONTENT OF EVENT

Please describe in detail at least three learning objectives:

1 _____

2 _____

3 _____

Please select the mechanism(s) for delivering the content:

Blended learning programs

Asynchronous/ On-demand

Live (face to face or real time interaction)

Learning activity (readings)

Please describe the mechanism for interactivity (polling, post assessment, chat):

- Requested Attached Materials (please send along with completed application):
 - Live presentation: Agenda | Recorded Education: Agenda | Published Reading: Entire document
- After the six-month preliminary period, the event form does not need to be turned in after ensuring the education is meeting the ACMPE quality standards.
- Event Review Form may be needed if standards are not being met and MGMA has implemented feedback to be addressed over a specified amount of time.
- The six-month preliminary period may be restarted in organizational agreement lapsed for a significant amount of time and is requested.
- MGMA may request presentation or copy of interactivity source for review.

Complete this form to send to acmpe@mgma.com for review. Once the online application is submitted, please allow 7-10 business days for review.