



Continuing Education Credit Submission Guide

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

1. Go to mgma.org.
2. Log in by using your MGMA username and password.
3. Select **My Account** in the top right corner of the screen.
4. Choose **My Transcript** from the choices.
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. 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. Retain a copy of your calculation worksheet and any other continuing education documentation. MGMA reserves the right to audit online entries.

MGMA advances the profession of medical practice management with its industry-leading board certification and Fellowship programs through the American College of Medical Practice Executives. If you are not currently in the board certification process but would like to receive ACMPE credit, you can complete the application process within 30 days of the conference. Acceptance of credit will depend on approval of your board certification application.