



APPLICATION

_____ _____ _____ FOR OFFICE USE ONLY
--

Master Certificate in Practice Management (MCPM)

What is the Master Certificate in Practice Manager (MCPM) credential?

Graduates of The American Academy of Medical Management courses have asked for a superior credential to prove they have furthered their career through experience and education. As many members have attended multiple training programs and/or received CAPPM certification, we are now offering the **MCPM** credential to those who meet the requirements below.

***Educational requirements must be completed within the past four years.
Successful candidates must obtain the following:***

- I. Active **CAPPM** certification, via Option Two (with exam).
- II. **Practice Management Intensive Training** attendance with Certificate of Completion (5 days/32 hours).
- III. **Executive Academy for Practice Administrators** attendance with Certificate of Completion (5 days/32 hours).
- IV. Choice of two of the **Practice Management two-day** specialized seminars with Certificate of Completion (2 days/13 hours each).
 - Billing & Coding for the Medical Practice
 - Financially Managing the Practice
 - Physician Compensation & Productivity
 - Practice Management Boot Camp
 - Practice Management for New Physicians & Managers
 - Physician Recruitment Legal Issues, Contracts & Policies
 - See the AAMM website for other 2-day seminars that may be available.
 - AAMM also offers various customized in-house/on-site seminars that may qualify as well.
- V. **Current employment** in one or more areas of medical practice management.
- VI. Preparation of a **resume** of qualifying experience (minimum of **five years** experience at time of application).
- VII. Completion of this **Official Certification Application** and supporting documentation.

Current and ongoing **membership** in The American Academy of Medical Management.

The credential is good for **three years** and can be renewed by updating one's professional and continuing education accomplishments.

FEES:

Application for the Master Certificate in Practice Management (MCMP): \$259.00 members, **(non-members not eligible)**

MCMP Application Information

Attach information as requested.

Name: _____
(As you wish it to appear on your MCMP Certificate should you meet eligibility requirements)

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _(____)_____ Fax: _(____)_____

E-Mail Address: _____ Website: _____

CURRENT EMPLOYMENT

Over the past five years employment in one or more areas of medical practice management.

To verify this information, please forward a letter from each employer (denoting your position and dates of employment) going back at least five years.

1. Current Title/Responsibility: _____

Job Description: _____

Organization: _____

Address: _____

Employment: From ___/___ to ___/___ Total Years: _____

2. Current Title/Responsibility: _____

Job Description: _____

Organization: _____

Address: _____

Employment: From ___/___ to ___/___ Total Years _____

CONTINUING EDUCATION INFORMATION (Going back no more than four years.)

For each AAMM program, attach a copy of BOTH SIDES of the Continuing Education Units form. The documentation MUST BE signed and dated and denote the topics, number of contact hours/CEU units awarded. Pre-requisites include: Practice Management Intensive Training, Executive Academy for Practice Management and at least two 2-day Practice Management seminars offered by AAMM. In-house/on-site AAMM seminars may count as well.

1. Name of Program: _____

Date: _____

Location: _____ Contact Hours: _____

2. Name of Program: _____

Date: _____

Location: _____ Contact Hours: _____

3. Name of Program: _____

Date: _____

Location: _____ Contact Hours: _____

4. Name of Program: _____

Date: _____

Location: _____ Contact Hours: _____

5. Name of Program: _____

Date: _____

Location: _____ Contact Hours: _____

6. Name of Program: _____

Date: _____

Location: _____ Contact Hours: _____

THE AMERICAN ACADEMY OF MEDICAL MANAGEMENT MEMBERSHIP

PLEASE ATTACH A COPY OF YOUR MEMBERSHIP CARD OR A LETTER FROM THE ASSOCIATION DENOTING YOUR LENGTH OF TIME AS A MEMBER.

The American Academy of
Medical Management (AAMM)

Actual year(s) of membership:

CAREER OPPORTUNITIES

Your privacy is our concern. When AAMM is contacted by employers seeking a professional with the Master Certificate in Practice Management, would you like your contact information made available?

_____ Yes
(initials)

_____ No
(initials)

SIGNATURE

I certify that all the information contained in this application is accurate. I understand that all of the information I have provided herein may be verified, and I authorize such verification. I also agree, if awarded Certification status, to abide by the rules and regulations set forth by The American Academy.

Print Name: _____

Signature: _____

Date: _____

Mail, scan/e-mail or fax completed and signed application with all supporting documentation and non-refundable application fee (\$259). Make sure you keep a copy for your records. Application must be dated and signed.

The American Academy of Medical Management

Credentialing Department – Attention: Linda Hailey

560 West Crossville Road, Suite 104

Roswell, GA (Atlanta) 30075

Phone: (770) 649-7150

Fax: (770) 649-7552

E-Mail: LHailey@AAMMWeb.com

www.AAMMWeb.com

PLEASE KEEP A COPY OF APPLICATION AND ALL DOCUMENTION FOR YOUR

**You will be notified of your application results via mail within 4 to 6 weeks.
MCPM FEES (fees are non-refundable): \$259.00**

HOW DO I KEEP MY MCPM CREDENTIAL?

The initial MCPM designation is bestowed for a period of three years. During that time, Recertification requirements must be achieved in order to continue the designation for four additional years. This enhanced credential will document the professional's ongoing commitment and experience, as well as provide credentials more advanced for the practice management professional's career. To obtain Recertification status, MCMPs must continue their AAMM membership and meet the following requirements:

MCMP RECERTIFICATION REQUIREMENTS:

- I. Active CAPPM certification. Note: There are various educational and professional requirements. Go to www.ePracticeManagement.org/Credentials.
- II. Choice of two of the Practice Management two-day specialized seminars with Certificate of Completion (2 days/13 hours each).
 - Billing & Coding for the Medical Practice
 - Financially Managing the Practice
 - Physician Compensation & Productivity
 - Practice Management Boot Camp
 - Practice Management for New Physicians & Managers
 - Physician Recruitment Legal Issues, Contracts & Policies
 - See the AAMM website for other 2-day seminars that may be available.
 - AAMM also offers various customized in-house/on-site seminars that may qualify as well.
- III. Current employment in one or more areas of medical practice management.
- IV. Completion of the Official MCPM Renewal Application and supporting documentation (go to www.ePracticeManagement.org/Credentials).
- V. Current and ongoing membership in The American Academy of Medical Management.

The credential is good for three additional years and can be renewed by updating one's professional and continuing education field.

FEES:

MCPM Recertification Application: \$259.00 members (non members are not eligible) (non refundable)

AAMM SEMINARS THAT APPLY TO THE MCMP CREDENTIALS

- Billing & Coding for the Medical Practice
- Financially Managing the Practice
- Physician Compensation & Productivity
- Practice Management Boot Camp
- Practice Management for New Physicians & Managers
- Physician Recruitment Legal Issues, Contracts & Policies
- See the AAMM website for other 2-day seminars that may be available.
- AAMM also offers various customized in-house/on-site seminars that may qualify as well.