



## Multiple choice exam tip sheet

The American College of Medical Practice Executives (ACMPE) multiple choice exam will assess your knowledge and understanding of a broad scope of group-practice management principles and practices. The multiple choice exam consists of 175 multiple-choice questions drawn from the 6 domains in [\*The Body of Knowledge for Medical Practice Management, 3<sup>rd</sup> Edition\*](#). The multiple choice examination questions reflect the knowledge and skills required to address day-to-day situations and occurrences. Though some questions are based on theory, most require practical application. In addition, the questions apply to a variety of group-practice environments, whether small or large, single- or multispecialty, university-based or freestanding facilities.

Examinees have 3 hours and 15 minutes to complete the exam. A passing score is derived by calculating the total number of correct responses in the exam.

### Tips for answering multiple choice questions

- Answer all of the questions. If you don't know the answer, you have a 25% chance of guessing correctly, and no points are deducted for incorrect answers.
- Rule out at least one option to increase your chances of correctly answering the question. If you rule out one or even two options, you improve your chances of guessing the correct answer to 33% or 50%.
- Skip questions to which you don't know the answer and come back to them later. Other questions on the exam may jog your memory.
- Read all of the choices before selecting your answer.
- Be aware of negatively phrased exam questions using **EXCEPT**, **NOT** and **LEAST**.
- 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.

### Exam preparation

**Gain insight:** Sign up for the ACMPE Board Certification Network in the Member Community on [mgma.org](http://mgma.org). ACMPE Fellows and Certified Members are available to answer your questions and otherwise support you in your preparation for the exams. You can also use the forum to find other Nominees in your area with whom to study.

**Assess your readiness:** Use the assessment tools in the [Certification Resources Library](#) to find your strengths and weaknesses. Compare these to the emphasis placed on each domain in the exam.

**Focus any further study:** Pick your weakest domains and focus your efforts there. Search [mgma.org](http://mgma.org) for specific articles, resources, tools and educational products to review key concepts, terminology and regulatory issues in a particular domain.

### Domain emphasis in the exam

Financial Management	24%
Human Resource Management	17%
Operations Management	29%
Organizational Governance	7%
Patient-Centered Care	8%
Risk & Compliance Management	15%

### Scoring

[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. MGMA utilizes multiple exam forms and some forms may be more difficult than others. A scaled score ensures comparability in reporting across test forms. A score of 500 is needed to pass the exam on a scale of 200 to 800.

### Sample questions

1. Which of the following is **NOT** true of accrual accounting?
  - A. An item is expensed when a liability is incurred.
  - B. Equipment must be totally expensed at time of payment.
  - C. Separation pay liability based on policy must be expensed.
  - D. Revenue is reported when earned.
2. According to the Fair Labor Standards Act (FLSA), such documents as basic employment and earnings records, wage rate tables and work time schedules for employees must be retained for **AT LEAST** this length of time:
  - A. One year.
  - B. Two years.
  - C. Three years.
  - D. Five years.
3. Which of the following factors is important to consider when projecting the demand for a new medical service?
  - A. Practice resources consumed.
  - B. Practice operating expense.
  - C. Practice operating revenue.
  - D. Population encounter rates.
4. In planning the implementation of a computer system to replace a long-standing paper system, which of the following would be the **LEAST** effective tactic for building user and stakeholder buy-in?
  - A. User and stakeholder education about the benefits of the new system.
  - B. Reprimands for those who do not participate in implementation of the new system.
  - C. Involvement of key personnel in selection and planning for the new system.
  - D. Development of key personnel to act as resources for other users during the implementation process.

Correct answers: 1. B, 2. B, 3. D, 4. B