Earning CEUs

Every year, medical office staff must adjust to changes in coding, reimbursement and compliance processes. Keeping your certification active requires an ongoing commitment to continuing education. Practice Management Institute® requires its graduates to complete Continuing Education Units (CEUs) to maintain active certification(s).

CEU REQUIREMENTS

PMI defines a CEU as one hour of participation in a recognized continuing education program. PMI graduates must obtain a minimum of 12 CEUs per year to maintain the active credential. At least 75% (9) of the required CEUs must be obtained through training that is directly relevant to the core competency requirements associated with the certificate. PMI will allow 25% (3) of the required CEUs to be earned from other training topics.

Core Competency Requirements per PMI Credential:

CMC	CMIS	CMOM	CMCO	CMCA-E/M
Medical Coding	**Provider Reimbursement**	**Practice Management**	**Practice Compliance**	**E/M Auditing**
• Procedural coding • Diagnostic coding • Evaluation & Management Documentation Guidelines • Anatomy & Physiology • Medical Terminology • Chart Auditing • OIG compliance • HIPAA compliance • Provider Reimbursement	• Insurance billing • Managed Care • Claims filing & monitoring • Appeals & denials • Recoupment • NCCI edits • Medicare/Medicaid • Revenue Cycle • Collections/AR • Medical Documentation • Medical Terminology • Chart Auditing • OIG compliance • HIPAA compliance • Medical Coding	• Practice administration • Accounting • Budgeting • Financial policies • Medical Records • Contract Negotiation • Physician utilization • Marketing • Human Resources • Supervision/Training • Risk Management • Managed Care • Medical Coding • Provider Reimbursement • Practice Compliance	• Program development & implementation • Policies & Procedures • Statutory Provisions • Fraud • OIG • OSHA • HIPAA • Medicare/Medicaid • Audits • Appeals process • Risk/Gap Analysis • Exclusions • Federal Investigation	• Evaluation & Management services • Evaluation & Management Documentation Guidelines • Medical Chart Documentation • Chart Auditing • Medical Necessity • Insurance carrier guidelines • Comprehensive Error Rate Testing (CERT) • OIG compliance • HIPAA compliance • Medical Coding

WAYS TO EARN CEUS

PMI accepts CEUs from a variety of training programs and continuing education providers. All programs that have prior CEU approval through PMI or another qualified credentialing organization will be accepted. Continuing education programs without prior CEU approval will be accepted upon verification of its legitimacy and relevancy.

Classroom-style Programs
Attend live seminars, workshops and national/regional conferences. To view the PMI program schedule for your region, select your state at pmimd.com/programs/locator

Live Webinar Programs
Can't get away? PMI offers single session continuing education webinars in addition to core PMI courses in a multi-session live course format. View upcoming topics at pmimd.com/audio

On Demand Programs
Distance learning makes it easy to fit continuing education into your schedule. PMI offers over three dozen On Demand online courses on our Online Training Center at pmimd.com/onlinetraining

Questions: Call us toll free at 800.259.5562 or email info@pmiMD.com with "CEU" in the subject line

Teaching
Teaching at an accredited college, university or educational institution recognized by PMI? You may be eligible to apply 6 CEUs toward your PMI renewal requirement. Written verification of current teaching assignment(s) from the accredited school and a copy of the course syllabus are required. Relevant courses include topics that address the business of medicine and relate directly to the core competencies represented by the PMI credential.

LOW COST or NO COST OPTIONS

On a budget? CMS learning events (Provider Calls and Webcasts) are free of charge. Check with your payers – are they offering a seminar in your region? Seek out relevant professional association meetings that include educational components with prior CEU approval. Web-based options include:

PMI CEU Packages for Certified Professionals
Earn all 12 required CEUs for one low price when you select your certification type and choose 8 of the related On Demand training sessions at pmimd.com/audio/CEUpkg.asp and then pass the CEU quizzes. Enter your active PMI ID# to receive a 10% discount.

Short just a few CEUs? Individual training sessions are available at pmimd.com/audio/recorded.asp

MLN on CMS.gov

Learning Management System
PMI approves CMS online courses in the MLN LMS web-based training system and awards CEUs based on posted contact hours for course completions with a post-test score of 70% or higher. View topics at cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/WebBasedTraining.html

MLN Calls & Webcasts
PMI awards one CEU per hour of participation for these events, presented by CMS experts that cover changes to the Medicare program. Search for upcoming events at cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNGenInfo/CE-Associations.html

BC Advantage
Earn CEUs each year at no additional cost as a BC Advantage Magazine reader. Subscribers receive access to an online CEU center and On Demand webinars. Details at www.billing-coding.com

MULTIPLE CERTIFICATIONS

PMI graduates that have multiple certifications may apply CEUs from a single training to each certificate if the training met the requirements for each credential. For example, if you are certified in both CMC and CMOM, and you earn 3 CEUs at a coding program, you may apply the CEUs toward the CEU requirements of both certifications.

RANDOM AUDIT

PMI performs audits to verify that certified professionals have met the continuing education requirements associated with their credential(s). In the event that you are randomly selected for audit, PMI will contact you to request evidence of the CEUs claimed in the online CEU tracker. Please retain documentation of all of the CEUs you have earned for this purpose, and for your own records.