



Scenario-based exam tip sheet

The American College of Medical Practice Executives (ACMPE) scenario-based exam will assess your knowledge of medical practice management principles and issues, problem-solving and decision-making skills. The scenario-based exam consists of 25 question sets, each presenting a scenario followed by three to four questions that focus on critical skills/knowledge that a candidate would be expected to show in the described situation and are drawn from the six domains in [*The Body of Knowledge for Medical Practice Management, 3rd Edition*](#). Examinees have 120 minutes to complete the 90 question scenario-based exam.

Tips for answering scenario-based questions

- Read each question carefully to make sure you understand what the scenario is presenting and process all important information.
- Do not try to answer the questions prior to reading and understand the scenario.
- 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.
- Skip any questions you have difficulty answering and come back to them after reviewing the other questions in the set. Completing other questions or re-reading the challenging question may give you a different perspective and help you to answer it.
- Read all the choices before selecting your answer and be sure to notice if it is asking you to choose one, two or three.
- 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. ACMPE Fellows and Certified Members are available to answer your questions and support you in your exam preparation.

Focus on further study: Pick your weakest domains and focus your efforts there. Search 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. A scaled score ensures comparability in reporting across test forms.