



MGMA SURVEY TIPS FROM IMGMA Members

- Look through the entire survey to review what information they are asking for. Although it is very similar from year to year, there can be subtle changes. I would rather figure out what the survey is asking for before I start entering data than to be entering data and finding out you are missing something or are entering the wrong data.
- Go through each item that is requested and decide where we have that information. When gathering the information I find it easiest to put as much of it in an excel spreadsheet in the order that it is in the survey. That helps me when it comes to entering the data to just move down the line in order and not be jumping around. It is more efficient for me and helps me not miss items.
- Enlist the help of others in gathering and organizing the data needed to try to cut down the time it takes to complete the survey. When all of the data is gathered and ready to go I find it best to lock myself away in my office to enter the data. Although it is impossible to avoid all distractions, it goes much smoother if those distractions can be minimized.
- Download the Excel template from the MGMA online survey portal. I find that much more efficient to use to enter the data and then later upload the file back into the MGMA survey portal. Be sure to enter the data in the format prescribed by the template, that will make uploading and error checking much smoother. I found the data upload to be very quick and easy this year.
- I also found the “error checker” to be quite useful and easy to follow after the data was uploaded into the survey portal.
- Do not forget to take advantage of the hours credit offered if you have ACMPE (FACMPE) designation. If you are doing the work, you should get the credit.
- Export the file to Excel, complete entirely in Excel, then complete in Excel and upload to the MGMA site.
- You have to go to a separate tab to actually submit the survey even though you uploaded the file.
- Don't hesitate to call or email MGMA, I found them to be very helpful in working through the questions and issues I had with connectivity etc. E-mail: survey@mgma.org or call **877-275-6462 ext 1895**

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