



INSTITUTE FOR
INTERNATIONAL
MEDICINE

Continuing Education Department

GUIDE TO CME COMPLIANCE REGULARLY SCHEDULED SERIES (RSS) ACTIVITY

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Grand Rounds (GR)

Pre-activity: submit at least 1 week *prior* to activity

1. Presentation to be reviewed

NOTE: Please request all grand round speakers to include a disclosure slide at the beginning of their presentation. If they do not have any disclosures, they should note that on the slide.

2. Two to three (2-3) learning objectives

3. Presenter disclosure/CV, if not already in INMED system (check with INMED prior to requesting submission of disclosure/CV to ensure it's not already on file)

Once the activity is approved by the review committee your date-specific Credit Claim Form will be sent to you by INMED.

Post-activity: *submit within 4 weeks of activity*

1. CME Checklist

You can disregard the Educational Reporting (Q8) question because the presentation was approved prior to activity and information can be pulled from the presentation.

2. Credit Claim Form

Ensure each physician who initials the form claims a credit amount. This is needed for compliance.

STAYING COMPLIANT WITH ACTIVITY ANNOUNCEMENTS/AGENDAS

Should there be any activity announcement, INMED will need to approve the announcement *prior* to the activity. An announcement template can be created establishment of the activity and can be used for the remainder of the year, if approval of the template is granted by INMED.

The following accreditation statement will need to be included in the announcement or on any agenda. Please note, “*AMA PRA Category 1 Credit(s)*”™ is trademarked and needs to be italicized as shown below to meet ACCME guidelines.

This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Missouri State Medical Association through the joint providership of Institute for International Medicine (INMED) and <INSERT INSTITUTION NAME>. The Institute for International Medicine is accredited by the Missouri State Medical Association to provide continuing medical education for physicians.

Institute for International Medicine designates this live activity for a maximum of <INSERT NUMBER OF CREDITS ACTIVITY IS APPROVED FOR> *AMA PRA Category 1 Credit(s)*™. Physicians should only claim credit commensurate with the extent of the participation in the activity.

Announcements/Agendas – Tips for Compliance

1. If you are the activity coordinator for a CC/MM, it might be easiest to use an agenda as your announcement.
2. If you are the activity coordinator for a Grand Round, refrain from using objectives in your announcement. If you do decide to use objectives, please submit to INMED 1 week *prior to distribution* for approval of objectives.
3. Please add **cmeadmin@inmed.us** to your announcement distribution list.

LEARNER CERTIFICATES/TRANSCRIPT

INMED provides continuing education for physicians only. However, non-physician learners can request a certification of completion noting the amount of *AMA PRA Category 1 Credit(s)*[™] that were provided but it is an attendance record only. If non-physicians want a certificate of completion, they simply need to initial the CCF.

You can provide the following instructions to all learners who want a certificate or certificate of completion:

You can access your CME certificate/transcript by logging into <http://inmedce.com>

Username = Enter the email you provided on the Credit Claim Form

Password = First letter of your first name in uppercase followed by your last name in lowercase. For example: John Smith would be "Jsmith". If this password doesn't work, you can click forgot password option for resetting – just be sure to check your spam/junk folder should the reset email be directed there by accident.

We have experienced many issues with Internet Explorer. We recommend using either Google Chrome, Mozilla Firefox or Apple Safari browsers to login to the INMED Credit site.

Please do not hesitate to contact INMED if you have any questions. INMED will keep your certificate on file for 7 years. During that time please contact cme@inmedce.com if you need any assistance.

GENERAL ACCREDITATION AND MISCELLANEOUS INFORMATION

COMMERCIAL SUPPORT

INMED does not allow Regularly Scheduled Series (RSS) activities to obtain commercial support.

HONORARIUM

Should a speaker be provided an honorarium for speaking at a grand round, it will need to be included in an income/expense report at the end of the calendar year. The report needs to include how much the honorarium was issued for and what fund the money came from.

INCOME/EXPENSE REPORTS (Grand Round Only)

At the end of the calendar year all grand round activities will need to submit an income/expense report. If any honorariums were distributed, they must be included in this year-end report.

ACTIVITY COORDINATOR RESOURCE PAGE

Visit the activity coordinator resource page for all form links and resource tools/guides.

www.inmedce.com/resources

STATEMENT OF UNDERSTANDING

Please sign and email to cme@inmedce.com or fax to 1-816-444-6400.

I have read the above Guide to Compliance and understand the INMED provided policies and procedures.

Activity Coordinator Electronic Signature

Date

Name of activity(ies) you oversee

Submit signed form by clicking Submit button: