

<i>Policy #:</i>	8.0	<i>Origination Date:</i>	2003
<i>Subject:</i>	Claiming Credit	<i>Date of Last Revision:</i>	August 2015

8.1 Claiming Credit

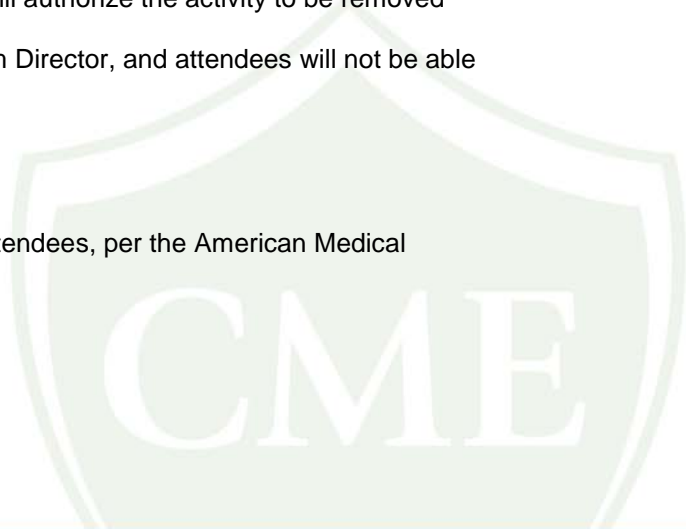
Credit for Inova-accredited activities is to be claimed via the Inova CME System (ICMES), an online credit management application. All attendees (physician, nurse, and allied health care professional) must create a profile on the system and claim CME credit solely for the meetings they have attended. Attendees have 90 days to claim credit following an activity.

Live activities, RSS and enduring materials are input into ICMES by OCME staff.

Attendees can claim credit for the meeting 15 minutes prior to the conclusion of the meeting. At this time, the meeting “opens” to attendees to certify their attendance and take the evaluation.

If a meeting is deemed non-compliant (missing disclosure, missing or non-compliant flyer/marketing materials) the OCME Director will authorize the activity to be removed from the event listing after notifying the Program Director, and attendees will not be able to claim credit.

The OCME will not grant retroactive credit to attendees, per the American Medical Association’s CME guidelines.



8.2 Activity Attendance

The OCME requires each attendee to complete and submit an activity evaluation form via ICMES in order to receive AMA PR Category 1 credit. Completing the activity evaluation is the only means by which physician attendance at an activity is derived, and by which the activity and speaker are rated. Credit will not be granted without completion of the evaluation and attestation of attendance form.

8.3 Certificate of Attendance

Attendees of Inova accredited CME activities can print/view a certificate verifying participation by logging into their account in ICMES. The certificate is customized for each activity and number of credits.

To print a transcript one must sign-in to ICMES to view their CME transcript. On the right side there will be a "Print Certificate" link. By clicking the link ICMES will generate the appropriate certificate with the attendee's name, the activity title, date of activity, location and number of credits.

8.4 Transcripts

Attendees of Inova accredited CME activities can print/view their transcript by logging into their account in ICMES. The transcript will show three years of the attendees' participation in Inova accredited CME activities. If the physician requires more than three years' worth of CME history, they can contact the OCME. Per ACCME guidelines, transcripts will be kept on file in the OCME for six years.

8.5 Record Retention

MSV-accredited providers must maintain specific CME activity records. Records retention

requirements relate to the following two topics: Attendance Records and Activity Documentation. Maintenance of this documentation enables the provider to meet the requirements for annual year-end reporting and reaccreditation review.

Attendance Records: An accredited provider must have mechanisms in place to record and verify participation for six years from the date of the CME activity. The accredited provider is free to choose whatever registration method works best for their organization and learners. The ACCME does not require sign-in sheets.

- Attendance Records are kept indefinitely within Inova OCME's online credit management system, ICMES.

Activity Documentation: An accredited provider is required to retain activity files/records of CME activity planning and presentation during the current accreditation term or for the last twelve months, whichever is longer.

- Inova OCME retains activity files for the duration of the accreditation term or four years, whichever is longer.

