

## CME Self Study Monitoring and Validation of Category 1 Credit Awarded

CME Monitoring	CME Monitoring	Resource link	Frequency	Validation of Credit
Phase 1	<b>CME Self Study Application</b>	Your electronic file copy of your application	Every 2 years	Continuity of award of Category 1 Credit
Phase 2	<b>CME Effectiveness Reporting</b>	<a href="http://musom.marshall.edu/cme/policy.asp">http://musom.marshall.edu/cme/policy.asp</a>	Quarterly Review Quarterly <b><u>report to CME</u></b>	Utilize the <b>Participant Impact Study</b> and determine changes to your activity via the <b>Focus Group Review</b>
<b>Phase 3</b>	<b>Clinical Problem Identification</b>	<a href="http://musom.marshall.edu/cme/policy.asp">http://musom.marshall.edu/cme/policy.asp</a>	Quarterly Review Quarterly <b><u>report to CME</u></b>	Relate identified clinical problem to your sponsored activity to aid in "gap" closure in knowledge, competence, performance or patient outcomes
Phase 4	<b>CME Attendance Sheet</b>	Copies available upon request	Per activity Schedule Return <b><u>to CME in 5 business days</u></b> after the date of your activity	CME records physician credit after receipt and verification of initials or signature
Phase 5	<b>Disclosure Requirement</b>	<a href="http://musom.marshall.edu/cme/speakers.asp">http://musom.marshall.edu/cme/speakers.asp</a>	Every 12 months for each physician or before event date	Maintain a copy in your department. Original Forms returned <b><u>to CME</u></b> or filed with the Self Study Application
Phase 6	<b>CME Evaluation</b>	Template provided by CME via the website <a href="http://musom.marshall.edu/cme/policy.asp">http://musom.marshall.edu/cme/policy.asp</a>	Quarterly or for event date	Maintain a copy in your department.

				Original Forms returned to <b>CME</b> for review and compilation
Phase 7	<b>CME Physician Transcript</b>	Copies provided in PDF format via email	Transcripts to institutional representative from CME every 6 months	Records maintained for 6 years per physician.