Office of Continuing Medical Education

CME ADMINISTRATIVE SERVICE FEES

Continuing Medical Education (CME) activities sponsored by the University of Arkansas for Medical Sciences College of Medicine (COM), Office of Continuing Medical Education (OCME) will be assessed administrative service fees. These fees cover the accreditation responsibilities of the OCME and are adjusted according to the level of extended conference coordination services provided by the OCME.

DEFINITIONS

1. **Directly sponsored activity:** UAMS College of Medicine OCME sponsors the activity in conjunction with a UAMS COM department or one of the 8 Arkansas AHEC Centers without the involvement of other outside organizations/entities. College of Medicine faculty members are heavily involved in the activity planning.

2. **Jointly sponsored activity:** UAMS College of Medicine OCME sponsors the activity in conjunction with a COM department (or one of the 8 AHEC Centers) wherein the organization (e.g. specialty society, community hospital, and/or another health related organization) is integrally involved in the planning and implementing the CME activity. A COM department or AHEC Center may or may not have an affiliation or association with the outside organization. A UAMS faculty member is often a member of the outside organization and may be involved in planning.

3. **Basic Service (CME CREDIT APPROVAL ONLY):** UAMS College of Medicine OCME sponsors the CME activity in conjunction with a COM department wherein the department takes the responsibility for coordinating all details of the activity. The OCME ensures that the accreditation criteria are met for certification of CME credit for the activity. (In compliance with the Accreditation Council for Continuing Medical Education (ACCME), the OCME may audit any activity it certifies for CME credit, regardless of the geographic location of the activity. Travel expenses for the audit will be covered by the UAMS COM department coordinating the activity.)

4. **Joint Sponsorship Basic Service:** UAMS College of Medicine OCME sponsors the CME activity in conjunction with a non-UAMS entity (association, institution, or other group outside of the UAMS) wherein the outside entity is responsible for coordinating the activity details. The OCME ensures that the accreditation criteria are met for certification of CME credit for the activity. (In compliance with the Accreditation Council for Continuing Medical Education (ACCME), the OCME may audit any activity it certifies for CME credit, regardless of the geographic location of the activity. Travel expenses for the audit will be covered by the joint sponsor coordinating the activity.)

5. **Basic Service Plus (CME CREDIT APPROVAL ONLY) When using the planning services provided by an outside professional meeting planner:** UAMS College of Medicine OCME sponsors the CME activity in conjunction with a COM department AND a professional meeting planner not affiliated with UAMS. The professional meeting planner takes the primary responsibility for coordinating all details of the activity. The OCME ensures that the accreditation criteria are met for certification of CME credit for the activity. (The OCME may audit any activity it certifies for CME credit, regardless of the geographic location of the activity. Travel expenses will be covered by the UAMS COM department coordinating the activity.)
6. **Standard Service (CME CREDIT APPROVAL AND MEETING PLANNING SERVICES)** When using the planning services provided by the OCME: UAMS College of Medicine OCME sponsors the CME activity in conjunction with a COM department and the OCME is the primary party responsible for coordinating the details of the CME activity.

7. **Joint Sponsorship Standard Service**: UAMS College of Medicine OCME sponsors the CME activity in conjunction with a non-UAMS entity (association, institution, or other group outside of the UAMS) and the OCME is the primary party responsible for coordinating details of the activity.

8. **Regularly Scheduled Series Activities**: CME Activities planned as a series of lectures presented primarily to an internal audience and held on a regular basis (weekly, monthly, quarterly, etc.)

I. **DIRECTLY SPONSORED LIVE CME ACTIVITIES (CONFERENCES, SYMPOSIA, SEMINARS, WORKSHOPS)**

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th><strong>BASIC SERVICE FEE</strong></th>
<th><strong>BASIC SERVICE PLUS</strong></th>
<th>*<strong>STANDARD SERVICE</strong> Less than 100 attendees</th>
<th>*<strong>STANDARD SERVICE</strong> Greater than 100 attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day</td>
<td>$1,040</td>
<td>$1040</td>
<td>$2080</td>
<td>$3120</td>
</tr>
<tr>
<td>Additional Days</td>
<td>n/a</td>
<td>$1000</td>
<td>$500 per day</td>
<td>$1000 per day</td>
</tr>
<tr>
<td>Late fee applies to all applications received within 45 days of the activity</td>
<td>$500</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Per Registrant Fee</td>
<td>N/A</td>
<td>N/A</td>
<td>$27.00 per registrant</td>
<td>$27.00 per registrant</td>
</tr>
<tr>
<td>Per Certificate Fee</td>
<td>$5.00 per certificate</td>
<td>$10.00 per certificate</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

II. **JOINTLY SPONSORED LIVE CME ACTIVITIES (CONFERENCES, SYMPOSIA, SEMINARS, WORKSHOPS)**

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th><strong>BASIC SERVICE FEE</strong></th>
<th><strong>BASIC SERVICE PLUS</strong></th>
<th>*<strong>STANDARD SERVICE</strong> Less than 100 attendees</th>
<th>*<strong>STANDARD SERVICE</strong> Greater than 100 attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day</td>
<td>$2,080</td>
<td>$2080</td>
<td>$3120</td>
<td>$4160</td>
</tr>
<tr>
<td>Additional Days</td>
<td>n/a</td>
<td>$1000</td>
<td>$500 per day</td>
<td>$750 per day</td>
</tr>
<tr>
<td>Late fee applies to all applications received within 45 days of the activity</td>
<td>$500</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Per Registrant Fee</td>
<td>N/A</td>
<td>N/A</td>
<td>$27.00 per registrant</td>
<td>$27.00 per registrant</td>
</tr>
<tr>
<td>Per Certificate Fee</td>
<td>$5.00 per certificate</td>
<td>$10.00 per certificate</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Applications received within 30 days of the CME activity cannot be accepted.*
### III. REGULARLY SCHEDULED SERIES ACTIVITIES

<table>
<thead>
<tr>
<th>PROGRAM TYPE</th>
<th>BASIC SERVICE FEE Directly Sponsored</th>
<th>BASIC SERVICE FEE Jointly Sponsored</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Rounds/Lecture Series</td>
<td>$1040</td>
<td>$2080</td>
</tr>
<tr>
<td>Case Conferences</td>
<td>$1040</td>
<td>$2080</td>
</tr>
<tr>
<td>Morbidity and Mortality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal Club</td>
<td>$1040</td>
<td>$2080</td>
</tr>
<tr>
<td>Late Fee applied June 1</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Late Fee applied July 1</td>
<td>$100</td>
<td>$100</td>
</tr>
</tbody>
</table>

**Guidelines for Combining More than One RSS Activity on One Application**

- The activity must be in the same type of category, for example each of these are considered a category:
  1. Journal clubs
  2. Case conferences and/or tumor conferences
  3. Grand Rounds

- No more than three activities of a category type per application.
  1. The first activity will be assessed the basic application fee.
  2. Each activity after the first will be assessed an additional $300 fee to cover administrative costs of processing the additional paperwork for the additional sessions.

### IV. SINGLE LIVE CME LECTURE

<table>
<thead>
<tr>
<th>PROGRAM TYPE</th>
<th>BASIC SERVICE FEE Directly Sponsored</th>
<th>BASIC SERVICE FEE Jointly Sponsored</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single 1-hour lecture</td>
<td>$500</td>
<td>$750</td>
</tr>
<tr>
<td>Each additional hour up to 4 hours (after 4 hours it is considered a full day)</td>
<td>$150</td>
<td>$300</td>
</tr>
</tbody>
</table>

### V. ADDITIONAL SERVICES AND RENTALS PRICED SEPARATELY:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinate Production of Marketing Materials</td>
<td>$525.00</td>
</tr>
<tr>
<td>Coordinate Conference Details</td>
<td>$275.00</td>
</tr>
<tr>
<td>Coordinate Syllabus Preparation</td>
<td>$275.00</td>
</tr>
<tr>
<td>Summarize Evaluation Data</td>
<td>$275-$375</td>
</tr>
<tr>
<td>Submit Applications for Educational Grants</td>
<td>$50.00-$100.00 per grant*</td>
</tr>
<tr>
<td>LCD Projector per day</td>
<td>$100.00</td>
</tr>
<tr>
<td>Laptop PC Computer per day</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

*This fee may be slightly more or less depending on the length of time it takes to complete the grant request.*
Basic Service – CME credit approval only

OCME Staff Responsibilities

- Provide consultation services to the course director/CME associate in the application process to ensure the activity planning and implementation complies with the accreditation criteria and policies
- Review the application and pre-activity documentation materials
- Approve the activity and designate *AMA PRA Category 1 Credits™*
- Send letter of approval to course director
- Approve all promotional material before release to the printer
- Review post-activity documentation and materials
- Record and maintain CME credits for participants in database for a minimum of 6 years
- Provide transcripts/attendance records to individual participants as requested
- Maintain required CME documentation for reaccreditation purposes for 5 years
- Post the approved activity on the CME website calendar
- Submit activity files with appropriate documentation to the ACCME as requested to support the reaccreditation survey materials

Course Director Responsibilities

- Complete the application packet in its entirety and submit to the OCME with ALL required pre-activity materials according to timeline.
  - Conduct the needs assessment and provide documentation with the application
  - Provide planning minutes/notes
  - Provide written “learning” objectives
  - Provide disclosure forms for all planning committee members, speakers, moderators
    - Course Director are required to review all disclosure forms, investigate all relevant financial relationships noted on the form, and resolve all identified potential conflicts of interest prior to the educational activity
  - Submit a summary of the methods used to resolve ALL identified conflicts of interest
  - Provide agenda with time frame, topics, and faculty listing
  - Provide copies of letters or other communications to speakers outlining the OCME speaker guidelines
  - Provide copies of all non-UAMS speaker CVs/Bios
  - Submit payment of OCME fee
- Submit promotional materials to OCME for approval before they are released to the printer.
- Conduct the activity according to CME guidelines.
  - Convey the disclosure information obtained from all planners, speakers, moderators, or panelists to the audience prior to the activity.
  - Assure compliance with the ACCME Standards of Commercial Support and UAMS Policies for Commercial Support, if applicable
  - Assure that all commercial support is acknowledged to audience prior to the activity, if applicable
  - Evaluate the activity to meet CME requirements.
- Submit all post-activity required documents to the OCME within 30 days of the activity.
  - Closing report form
  - Sign-in sheets with a roster of attendees
  - Required documents that were not submitted prior to the activity
  - Final detailed budget including all revenue sources and expenditures
o 5 copies of the final brochure
o 1 copy of handouts/syllabus
o Proof/verification/attestation that disclosure information was disclosed to the audience
o Proof/verification/attestation that commercial support was acknowledged to the audience, if applicable
o Summary of the evaluation data showing measurements of improvements in knowledge, competency, performance, and/or patient care

**Standard Service – CME credit approval plus educational and planning oversight services**

**Educational Oversight by the OCME**

- Guide Course Director, CME Associate, and/or planning committee in the CME application process
  - Prepare application with course director
  - Provide guidance and/or assistance in gathering needs assessment data
  - Assist in designing objectives
  - Assist in building program agenda
  - Design/develop evaluation to meet CME criteria
  - Designate CME Credit
  - List activity on CME website
  - Maintain activity file for accreditation purposes for 5 years
  - Maintain activity attendance records for 6 years
  - Provide attendance records to physicians as requested
  - Ensure that the activity is compliant with the ACCME Essentials and Standards for Commercial Support
  - Summarize evaluation data, if full management services are selected

**Meeting Planning by the OCME**

- Attend planning committee meetings
- Assist in site selection and contract negotiation
- Attempt to identify dates that could present conflicts with other activities (other meeting/ballgames, etc.)
- Speaker coordination
  - Send speaker confirmation letter
  - Gather disclosure forms
  - Determine audio-visual needs and assure necessary contracting to meet the AV needs of the conference
  - Collect handout materials
- Commercial support
  - Apply for educational grants
  - Ensure that commercial support agreements are appropriately executed
  - Send exhibit request letters
  - Confirm final list of exhibitors
  - Coordinate exhibit display arrangements
- Apply for AAFP and/or other credits as needed (additional fee will be applied according to the fee schedules of other organizations)
- Assist in budget development
- Schedule and/or attend pre-conference meeting at the meeting site

**Registration Services - $27.00 per person**

- Oversee the pre-registration process
  - Set-up meeting in database
  - Set-up online registration
  - Receive and process phone, fax, US mail, email registrations
- Process credit card transactions
- Handle deposit transactions
- Prepare periodic reports as requested
- Send confirmation notices to participants
- Prepare name badges and certificates of attendance
- Prepare all registration materials

- Oversee on-site registration
  - Provide conference registration materials and supplies
  - Provide adequate staff to accommodate the number of attendees
  - Transport registration materials to and from registration site
  - Compile registration lists and sign-in sheets
  - Prepare name badges for on-site registrants
  - Assemble folders for handout materials
  - Set up registration area
  - Maintain registration area throughout the activity
  - Generate and distribute certificates to attendees
  - Pay conference bills
  - Reconcile financial records
  - Prepare final income and expense statements.
  - Prepare and submit final CME Activity Report to course director.

**Additional Services - These fees will be charged according to time spent performing the tasks.**

**Marketing and Promotional Services – Fee up to $525.00**

*Additional cost for design, printing, and mailing will be passed back to the conference.*

- Coordination of materials design
- Collect mailing lists/databases
- Coordination of printing and distribution

**Conference Detail Services – Fee up to $275.00**

- Communicate with hotel staff regarding onsite logistical arrangements
- Coordinate catering for main event
- Coordinate AV arrangements and set-up

**Syllabus Preparation and Production Services – Fee up to $275.00**

*Additional costs for printing, binding and assemblage will be passed back to the conference.*

- Gather materials from speakers
- Prepare and assemble content for printing
- Coordinate production of materials

**Evaluation Data Summary Services – Fee $275.00-$375.00**

- Scan evaluation forms
- Compile data and prepare report
- Distribute report to course director

**Commercial Support Services – Fee $50.00-$100.00 per grant**

- Apply online for commercial educational grants
- Prepare and submit all requested documentation for grant submissions
- Process Letters of Agreement

Updated 05/06/2009