



Office of Continuing Medical Education

CME ADMINISTRATIVE SERVICE FEES

2010-2011

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 eight 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 an organization outside of UAMS (e.g. specialty society, community hospital, and/or another health related organization). Individuals working for the non-UAMS organization are integrally involved in the planning and implementing the CME activity. A COM department or AHEC Center may or may not also have a role in the activity. A UAMS faculty member may be a member of the outside organization and may be involved in planning.
- 3. Basic Services (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. Basic Services Plus (CME CREDIT APPROVAL ONLY):** **When using the planning services provided by an external 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.)
- 5. Joint Sponsorship Basic Services: (CME CREDIT APPROVAL ONLY):** 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.)

- 6. Standard Services (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 Services: (CME CREDIT APPROVAL AND MEETING PLANNING SERVICES):** 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.). These activities can be directly or jointly sponsored.

I. BASIC SERVICES FEES(CME CREDIT APPROVAL ONLY) FOR LIVE CME ACTIVITIES (Conferences, Symposia, Seminars, Workshops)

Please note: Applications received within 30 days before an activity will not be reviewed.

a. Directly Sponsored Basic Services (UAMS College of Medicine Department)

COMPONENTS	BASIC SERVICES FEE (Definition 3)	BASIC SERVICES PLUS FEE (Definition 4)
1 Day	\$1,060	\$1,060
Additional Days	No additional charge	\$1,000
Per Participant Fee	\$5.00 per participant	\$5.00 per participant
Late Fee applies to all applications received 31-45 days of the CME activity	\$500	\$500

b. Jointly Sponsored Basic Services (Not UAMS College of Medicine Department) – All jointly sponsored activities must first complete a pre-application process. The joint sponsor will be notified as to whether or not they may proceed to submitting a full application.

COMPONENTS	BASIC SERVICES FEE (Definition 5)
Pre-Application Fee (non-refundable, but will be applied to application fee upon approval)	\$100
Per Activity Application	\$2,120
Per Participant Fee	\$5.00 per participant
Late fee applies to all applications received within 31-45 days of the CME activity	\$500

II. SINGLE LIVE CME LECTURE - All jointly sponsored activities must first complete a pre-application process. The joint sponsor will be notified as to whether or not they may proceed to submitting a full application.

PROGRAM TYPE	BASIC SERVICE FEE Directly Sponsored (Definition 3)	BASIC SERVICE FEE Jointly Sponsored (Definition 5)
Joint Sponsorship Pre-Application Fee (non-refundable, but will be applied to application fee upon approval)	0	\$100
Single 1-hour Lecture	\$510	\$765
Each additional hour up to 4 hours (after 4 hours it is considered a full day)	\$150	\$300
Per Attendee Fee	\$5.00 per attendee	\$5.00 per attendee
Late Fee applies to all applications received 31-45 days of the CME activity	\$500	\$500

II. STANDARD SERVICES (CME Credit Approval and Meeting Planning Services) – Applications received 30 days or less before the activity will not be accepted.

a. Directly Sponsored Standard Services

COMPONENTS	STANDARD SERVICES Less than 100 attendees (Definition 6)	STANDARD SERVICES Greater than 100 attendees (Definition 6)
1 Day	\$2120	\$3180
Additional Days	\$500 per day	\$1000 per day
Per Registrant Fee	\$27.00 per registrant	\$27.00 per registrant

b. Jointly Sponsored Standard Services – All Jointly sponsored activities must go through a pre-application process prior to proceeding to the application stage.

COMPONENTS	STANDARD SERVICES Less than 100 attendees (Definition 7)	STANDARD SERVICES Greater than 100 attendees (Definition 7)
Pre-Application fee (non-refundable, but applicable to the application fee)	\$100	\$100
1 Day	\$3180	\$4240
Additional Days	\$500 per day	\$750 per day
Per Registrant Fee	\$27.00 per registrant	\$27.00 per registrant

V. REGULARLY SCHEDULED SERIES (RSS) ACTIVITIES - Grand Rounds/Lecture Series; Case Conferences; Morbidity and Mortality; Journal Clubs or other activities that meet Definition 8

PROGRAM TYPE	BASIC SERVICE FEE Directly Sponsored	BASIC SERVICE FEE Jointly Sponsored
Received by May 14	\$1060	\$2120
Received May 15-June 1	\$1110	\$2170
Received after June 1	\$1160	\$2200
Multiple RSSs per application*	\$300 each additional RSS	\$300 each additional RSS
Incomplete application fee applied 30 days after notification of insufficient documentation or non-payment of fee	\$50	\$50

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

- The activities must be in the same type of category, for example each of these are considered one category:
 1. Journal Clubs
 2. Case conferences or tumor conferences

3. Lecture series i.e., Grand Rounds
- No more than three activities of any category type may be combined on one application
 1. The first activity will be assessed the basic application fee.
 2. Each activity after the first will be assessed the additional fee to cover the administrative costs of processing the additional paperwork for the additional sessions.
 3. Each activity must have the practice gaps identified through a needs assessment process.

V. ADDITIONAL SERVICES AND RENTALS PRICED SEPARATELY:

Coordinate Production of Marketing Materials	\$525.00
Coordinate Conference Details	\$275.00
Coordinate Syllabus Preparation	\$275.00
Summarize Evaluation Data	\$275-\$375
Submit Applications for Educational Grants	\$50.00-\$100.00 per grant*
LCD Projector per day	\$100.00
Laptop PC Computer per day	\$50.00

***This fee may be slightly more or less depending on the length of time it takes to complete the grant request.**

VI. Registration Services

<p>Oversee the pre-registration process</p> <ul style="list-style-type: none"> ○ 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 <p>Oversee on-site registration</p> <ul style="list-style-type: none"> ○ 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 	<p>\$27.00 per person</p>
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VII. Additional Services - These fees will be charged according to time spent performing the tasks.

<p>Marketing and Promotional Services <i>Additional cost for design, printing, and mailing will be charged back to the conference.</i></p> <ul style="list-style-type: none"> ▪ Coordination of materials design 	<p>up to \$525.00</p>
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<ul style="list-style-type: none"> ▪ Collect mailing lists/databases ▪ Coordination of printing and distribution 	
Conference Detail Services <ul style="list-style-type: none"> ▪ Communicate with hotel staff regarding onsite logistical arrangements ▪ Coordinate catering for main event ▪ Coordinate AV arrangements and set-up 	up to \$275.00
Syllabus Preparation and Production Services <i>Additional costs for printing, binding and assemblage will be charged back to the conference.</i> <ul style="list-style-type: none"> ▪ Gather materials from speakers ▪ Prepare and assemble content for printing ▪ Coordinate production of materials 	up to \$275.00
Evaluation Data Summary Services <ul style="list-style-type: none"> ▪ Prepare evaluation form and provide copies of form for participants ▪ Scan evaluation forms post-conference ▪ Compile data and prepare report ▪ Distribute report to course director 	\$375.00
Commercial Support Services <ul style="list-style-type: none"> ▪ Apply online for commercial educational grants ▪ Prepare and submit all requested documentation for grant submissions ▪ Process Letters of Agreement 	\$50.00- \$100.00 per grant
On-line meeting registration <ul style="list-style-type: none"> ▪ Set up meeting in tracking database ▪ Obtain account fund number ▪ Process on-line registration <ul style="list-style-type: none"> ○ Prepare registration report and updates for departmental contact – forward by e-mail ○ Prepare and make deposit to UAMS Treasurer’s Office ○ Forward deposit receipt to departmental contact ○ Process any on-site registrations that are collected at the time of the meeting ▪ After the meeting, issue IDT for all registration fees collected and cancellations processed by OCME 	\$500.00 (paid in advance) plus \$5.00 per transaction (invoiced post-conference)
Attendance Report Services <i>Attendance report generation for a group that uses COM/OCME time clocks to track attendance at a meeting.</i>	
<ul style="list-style-type: none"> • Single report 	\$25.00
<ul style="list-style-type: none"> • Quarterly Reports 	\$80.00
<ul style="list-style-type: none"> • Monthly Reports 	\$200.00
<ul style="list-style-type: none"> • RSS tracked by OCME <ul style="list-style-type: none"> ○ 1 report/year ○ Each additional report 	No charge \$10.00

Enduring Materials (EM) <i>a non-live CME activity that endures or lasts, over time. It is most typically a videotape, monograph, DVD, CD-ROM or a web-based activity. All jointly sponsored activities must first complete a pre-application process. The joint sponsor will be notified as to whether or not they may proceed to submitting a full application.</i>	
Joint-Sponsorship Pre-Application Fee	\$100.00
Accreditation Approval <i>fee for reviewing the application for appropriate documentation and compliance with ACCME Essential Areas and policies prior to accreditation approval</i>	
<ul style="list-style-type: none"> • Directly sponsored • Jointly sponsored 	<p style="text-align: right;">1060.00</p> <p style="text-align: right;">2120.00</p>
Peer Review <i>fees based on paying 1-2 UAMS faculty (or other expert) to conduct a peer review of the content to cover actual time spent on the review work.</i>	125.00 per hour multiplied by 2.5 times the length of the EM
Pilot Testing <i>fees based on paying 1-3 OCME staff to pilot test the final product to cover actual time spent on the pilot testing and written evaluation of the test. This also covers reviewing the final product for compliance with all ACCME Essential Areas and Criteria for Enduring Materials and usability of the product.</i>	50.00 per hour multiplied by 2.5 times the length of the EM
CME credit tracking and certificates	
<ul style="list-style-type: none"> • If OCME handles all elements of tracking and issuing certificates 	\$20.00 per certificate
<ul style="list-style-type: none"> • If certificate is electronically issued at conclusion of completing the CME activity and OCME is only entering credits 	\$5.00 per participant
<ul style="list-style-type: none"> • If OCME enters credits and issues a certificate at conclusion of completing the CME activity 	\$20.00 per certificate
Renewal fee <i>If the EM is to be renewed at the credit expiration date (normally after 3 years), the original basic approval fee will be levied, plus a possible charge for repeat peer review.</i>	Original accreditation approval fee

DELINEATION OF RESPONSIBILITIES AND DESCRIPTION OF SERVICES

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 Directors 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
 - 5 copies of the final brochure
 - 1 copy of handouts/syllabus
 - Proof/verification/attestation that disclosure information was disclosed to the audience
 - Proof/verification/attestation that commercial support was acknowledged to the audience, if applicable
 - 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

Updated 09/29/2010