



Office of Continuing Medical Education

CME ADMINISTRATIVE SERVICE FEES

2012-2013

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.

Please note: Applications received 30 days or less before the activity date, will not be reviewed.

BASIC SERVICES FEES – Directly Sponsored (UAMS College of Medicine Department)

CME Credit Approval For Live CME Activities (Conferences, Symposia, Seminars, Workshops) 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. The UAMS COM department coordinating the activity will pay the travel expenses for the OCME staff.

Directly sponsored activity - UAMS College of Medicine OCME sponsors the activity in conjunction with a UAMS COM department or one of the eight Arkansas Area Health Education Centers (AHECs) without the involvement of other outside organizations/entities. College of Medicine faculty members are heavily involved in the activity planning.

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. (the OCME may audit any activity it certifies for CME credit, regardless of the geographic location of the activity.

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.

COMPONENTS	BASIC SERVICES FEE	BASIC SERVICES PLUS FEE
1 Day	\$1,100	\$1,100
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
Repeat presentations of same content to different participants within the one year accreditation period.	\$100 per additional session	\$100 per additional session

BASIC SERVICES FEES – Jointly Sponsored (Non-UAMS College of Medicine Department)

Jointly Sponsored Basic Services – 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. *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. The joint sponsor coordinating the activity will pay the travel expenses for the OCME staff.*

All joint sponsors must first complete a pre-application process. The joint sponsor will be notified as to whether or not they may proceed to submission of a full application.

COMPONENTS	BASIC SERVICES FEE
Pre-Application Fee (non-refundable, but will be applied to application fee upon approval)	\$100
Per Activity Application	\$2,200
Per Participant Credit Entry Fee (invoiced post-conference)	\$5.00 per participant
Late fee applies to all applications received within 31-45 days of the CME activity	\$500
Repeat presentations of same content to different participants within the one-year accreditation period.	\$100 per additional session

BASIC SERVICES – Single Live 1-4 Hour CME Lecture – Directly OR Jointly Sponsored

All joint sponsors that must first complete a pre-application process. The joint sponsor will be notified as to whether or not they may proceed to submission of a full application.

PROGRAM TYPE	BASIC SERVICE FEE Directly Sponsored	BASIC SERVICE FEE Jointly Sponsored
Joint Sponsorship Pre-Application Fee (non-refundable, but will be applied to application fee upon approval)	0	\$100
Single 1-hour Lecture	\$550	\$780
Each additional hour up to 4 hours (after 4 hours it is considered a full day)	\$150	\$300
Per Participant Credit Entry Fee (invoiced post-conference)	\$5.00 per attendee	\$5.00 per attendee
Late Fee applies to all applications received 31-45 days of the CME activity	\$500	\$500
Repeat presentations of same content to different participants within the one-year accreditation period.	\$100 per additional session	\$100 per additional session

ADDITIONAL CONFERENCE PLANNING SERVICES AVAILABLE

In addition to awarding credits, the OCME offers a menu of additional services to choose from to facilitate your conference planning. Call the OCME at 501/661-7962 for a consultation.

- Marketing and Promotion
- Conference Details
- Syllabus Preparation and Production
- Evaluation Data Summary
- Grant Applications
- Credit Applications for Other Healthcare Professionals
- Online Meeting Registration (your registrants can register online 24/7 using credit cards)
- Exhibit Sales Services

The OCME can provide full meeting planning services. Please call to schedule an appointment with our Meeting Coordinator to discuss your needs and to develop a customized plan and fee proposal.

REGULARLY SCHEDULED SERIES (RSS) ACTIVITIES –Directly OR Jointly Sponsored

RSS activities are Grand Rounds/Lecture Series; Case Conferences; Morbidity and Mortality Conferences; Journal Clubs or other activities that meet the following definition: CME Activities planned as a series of lectures presented primarily to an internal audience and held on a regular basis (weekly, monthly, quarterly, etc.). All RSS activities are scheduled on an academic year, July 1-June 30. Applications will be accepted throughout the academic year with fees will be prorated based on the amount of time remaining in the year.

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Jointly Sponsored Basic Services – 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.

DEADLINES & FEE TYPE	Directly Sponsored	Jointly Sponsored
Received by 5:00 p.m. April 30	\$1100	\$2200
Received May 1-May 15	\$1150	\$2250
Received after May 15	\$1200	\$2300
Multiple RSSs per application*	\$350 each additional RSS	\$350 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 in order to be combined, i.e. Journal club and a case conference cannot be submitted together. A needs assessment and evaluation plan must be submitted for each activity. Examples of categories:

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 into 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. Practice gaps must be identified for each of the CME activities through a needs assessment process.

ATTENDANCE REPORT SERVICES – Directly OR Jointly Sponsored

Attendance Report Services <i>Attendance report generation for a group that uses COM/OCME time clocks to track attendance at a meeting OR for departments not using time clocks but want a comprehensive report of attendance at any CME activity.</i>	
Single report	\$25.00
Quarterly Reports	\$80.00
Monthly Reports	\$200.00
RSS tracked by OCME	
o 1 report/year	No charge
o Each additional report	\$10.00

ENDURING MATERIALS – Directly OR Jointly Sponsored

Enduring Materials (EM) *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 joint sponsors must complete a pre-application process. The joint sponsor will be notified as to whether or not they may proceed to submit a full application.*

Joint-Sponsorship Pre-Application Fee	\$100.00
Accreditation fee <i>for reviewing the application for appropriate documentation and compliance with ACCME Essential Areas and policies prior to accreditation approval; pilot testing; and accreditation for a three-year period upon approval.</i>	
Directly sponsored	\$2000.00
Jointly sponsored	3000.00
Peer Review <i>fees are based on paying 1-2 UAMS faculty members (or other experts) to conduct a peer review of the EM's content. Fees are calculated on the basis of the actual time spent conducting the peer review work.</i>	125.00 per hour multiplied by 2.5 times the length of the EM
CME credit tracking and certificates	
• If OCME handles all elements of tracking and issuing certificates	\$20.00 per certificate
• If certificate is electronically issued at conclusion of completing the CME activity and OCME is only entering credits	\$5.00 per participant
• If credits are recorded and certificate generated electronically into OCME credit database	Per participant fee waived
Renewal fee <i>If the EM is to be renewed at the credit expiration date (normally after 3 years), the accreditation fee will be levied, plus a possible charge for repeat peer review.</i>	Accreditation fee that is current in the expiration year

DELINEATION OF RESPONSIBILITIES 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
 - 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