

	<p style="text-align: center;">American Medical Association Physician’s Recognition Award Credit Process: From planning a CME event to post-activity reporting</p>
<p>Contact the CME office to discuss your educational activity and obtain an application packet</p>	<p><u>E-mail</u> or call 480-684-5560.</p> <p>Activities which are designed primarily to promote a proprietary interest, i.e., a specific therapy, medication, device, service or facility—including Banner Health – are not eligible for Category 1 credit approval.</p>
<p>Complete CME Application Form</p>	<p>Review the application form to understand the requirements for credit approval and begin documentation early in your planning process. Notify the CME office early in the planning process to ensure adequate time is allowed to complete the process. The submission deadline will vary depending on the complexity of the activity.</p> <p>Initial documentation required:</p> <ul style="list-style-type: none"> • Description of and support data for the identified practice gap(s). • Completed disclosure forms from all speakers and planners. • Draft of the promotional materials. • Projected income/expenses. • Solicitation letters for commercial support or exhibits
<p>Conflicts of interest reported by planners or speakers</p>	<p>If a planner or speaker reports a financial relationship with commercial interests on the disclosure form, that conflict of interest must be reported as soon as it is known to the CME office, for resolution by CME leadership prior to the activity. The policy is printed at the top of the disclosure form and more detailed information can be provided by the CME office.</p>
<p>Commercial support</p> <p>Exhibits</p>	<p>There must be an agreement between commercial supporters and the planning organization for all educational grants. Such agreements must be submitted to the CME office as they are being executed. Representatives of commercial interests cannot be involved in the activity planning process, including determining topics, content or selecting speakers. Commercial supporters may not pay any activity expenses directly, including honoraria or catering/refreshments.</p> <p>Exhibits are promotional in nature and should be in a designated area outside the meeting room and not directly in front of the entrance to or exit from the room where the education is taking place. They may be in the area where refreshments are provided.</p>
<p>Submit completed application to the CME office</p>	<p>Allow enough time for review and credit to be approved prior to sending out primary promotional material. The CME credit cannot be advertised until the credit is approved.</p> <p>The CME manager will review the application for completeness prior to inclusion on the CME committee agenda.</p>
<p>The CME committee’s decision</p>	<p>The committee may approve the application, approve it with stipulations and designate credits, or request additional or missing information prior to approval.</p>
<p>When credit is approved</p>	<p>You will be notified when credit is approved, and you may begin advertising the <i>AMA PRA Category 1 Credit™</i> as approved.</p>
<p>Post-activity requirements</p>	<p>Compile the following and submit it to the CME office:</p> <ul style="list-style-type: none"> • Attendance records, using the sign-in sheet submitted with your application. • Summary of evaluation and pre-/post-test responses unless electronic evaluation created with your CME contact. • Syllabus, handouts, presentations. • Actual income/expense report
<p>Verification of attendance</p>	<p>The type of verification of attendance, i.e., reports or certificates, and distribution method should be discussed with your CME representative.</p> <p>After attendance is entered into the CME database, transcripts of credit can be provided <u>upon request</u>.</p>