

 Banner Health.	American Medical Association Physician’s Recognition Award Credit Process: From planning a CME event to post-activity reporting
Contact the CME department to discuss your educational activity and obtain an application packet	E-mail or call 480-684-5560. Activities which are designed primarily to promote a particular treatment, medical device, medication, service or medical facility – including Banner Health – are not eligible to receive CME credit.
Complete CME Application Form	Review the application form to understand the requirements for credit approval and begin documentation early in your planning process. Initial documentation required: <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
Conflicts of interest reported by planners or speakers	If a planner or speaker reports a relevant financial relationship with a commercial interest on the disclosure form, that conflict of interest must be reviewed and resolved by the CME Chairman according to the Banner policy, prior to the activity. For more information, see the application form, the policy at the top of the disclosure form or contact the CME department.
Commercial support	There must be an agreement between commercial supporters and the planning organization for all educational grants. Such agreements must be submitted to the CME department 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 honorarium or catering/refreshments.
Exhibits	Exhibits are promotional in nature and should be in a designated area outside the meeting room and not directly in front of the entrance or exit to the room. They may be in the area where refreshments are provided.
Submit completed application to the CME department	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. The CME manager will review the application prior to inclusion on the CME Accreditation Committee agenda. The committee meets on the 2 nd Tuesday of even numbered months.
The CME committee’s decision	The committee may approve the application or approve it with stipulations and designate credits, or request additional or missing information prior to approval.
When credit is approved	You will be notified when credit is approved, and you may begin advertising the <i>AMA PRA Category 1 Credit</i> TM .
Post-activity requirements	Compile the following and submit it to the CME department: <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. • Syllabus, handouts, presentations. • Actual income/expense report
Verification of attendance	The type of verification of attendance, i.e., reports or certificates, and distribution method should be discussed with your CME representative. After attendance is entered into the CME database, transcripts of credit can be provided upon request .