

PRAIRIE/HSHS CME PROCESS



<p>Step 1</p>	<p>Notify us that you are planning an event/series and are requesting CME. You can reach the Prairie/HSHS CME team by either emailing us at PERC-CME@hshs.org or by calling us at (217)492-9100 ext. 29113. Please provide us with any details specific to the event/series as applicable at the time of contact. We understand that these things take time to plan, so we know that all of the information may not be readily available but as soon as it is, we would love to know and document for CME.</p>
<p>Step 2</p>	<p>Work with a CME representative to complete the CME Application. Our entire application process is located online at www.highmarksce.com/prairie/. We work with you to complete the online CME Application, including identifying the need for this event/series (needs data). Once done, the Course Director(s) and CME Committee will need to approve. We aid with these processes to make it as easy as possible.</p>
<p>Step 3</p>	<p>Work on the completion of required presenter/planner forms/presentations. Obtaining required CME forms and presentations can be done at any time, up until the day of the event/series session. All presenters and planners will have to disclose if they have any relevant conflicts of interest. This can be done via paper (we will provide) or online – whatever is easiest. We also require a copy of all presentations (or outlines/summaries of content), so that we can review/add to the CME file, for when we are audited. A CME representative can/will aid with the collection of these forms and presentations as applicable.</p>
<p>Step 4</p>	<p>Send publicity for review. We ask that you send all publicity through us for review, prior to distributing. We will turn publicity around quickly so that we do not hold up your progress but we also want to preview what will be sent out to potential attendees. There is mandated CME language that has to be included so we make sure it is stated correctly or add, as applicable.</p>
<p>Step 5</p>	<p>CME Attendance, Evaluations & Certificates We will work with you to set up a plan for collecting attendance for your event/series. Evaluations are done through our online system and are required in order for the provider to receive their certificate/credit. Once we have attendance from you, our team will take care of notifying providers of pending evaluations and how they will go about completing them.</p>
<p>Step 6</p>	<p>Evaluation/Outcomes Follow Up After providers have been given 30 days to complete their evaluations, our CME team will pull a report and send it to you with summary data from the completed evaluations for you to receive valuable feedback on your program. Three months after your program takes place, our team will send out a follow up survey to the attendees to measure outcomes from the program (this is optional for the attendees to complete and is not done with regularly scheduled series). After we receive these results, they will be shared with you.</p>

Please feel free to reach out to us for more information or with any questions.