

University of Utah Continuing Medical Education



HEALTH
UNIVERSITY OF UTAH

Regularly Scheduled Series Learner Information Packet



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Contact Us



RSS: 801-581-6978



RSS: SOM-CMERSS@umail.utah.edu



www.medicine.utah.edu/cme

Creating a University of Utah CME Account



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In order to use our simple sign-in system to claim CME credit, you must first have a CME account with the University of Utah Continuing Medical Education Office.

1

Go to <https://medicine.utah.edu/cme/> and click

Complete Your CME Profile

2

Type your email address, select "I am a new user", then click "Sign in"

3

Fill out the required information. Make sure to list your **CELL PHONE** number you will call in from. Your cell phone number is what identifies you in our system.



4

When creating your password, please use your UNID with a "0" instead of the "u". If you are not a university affiliate, please use your cell phone number with no dashes.

* Password (For University employees, Password should be your UNID #)

Example: UNID=u1234567, Password=01234567

Ways to Claim Credit for a University of Utah CME Activity

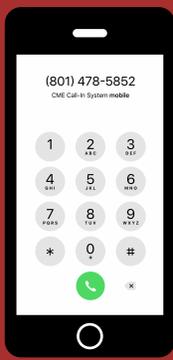


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In order to use our simple sign-in system to claim CME credit, you must first have a CME account. Please create an account before signing in. See "Creating a CME Account" flyer. Anyone who attends our CME events can claim credit. Physicians receive *AMA PRA Category 1 Credit(s)*[™], all other professions will be awarded attendance at a CME event that they may use for their re-credentialing purposes, if accepted by their organization. All users will be able to print and save transcripts. See "Find Your CME Transcript" flyer.

NOTE: For all options below, credit must be claimed before midnight the day of the session.

23:59



1. Cell Phone Call In

- Call **801-478-5852** from your cell phone, not your clinic or desk phone
- When prompted to "enter your event code", enter the number given to you that corresponds with the event you attended
- If successful, you will hear "you have been registered for full credit", please contact us if you did not attend the full session and we will adjust your credit

2. Smartphone App

Android App



Download App from Google Play Store called "Check In Help - Event Callin" (or use QR code to download)

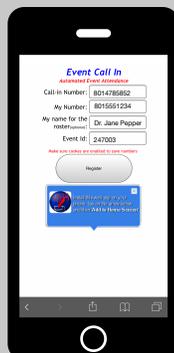
iPhone App



Create iPhone "app" by going to website in Safari web browser (iphone.checkinhelp.com or use QR code). Click  in the lower Safari toolbar on your screen, and select "Add to Home Screen"



- To claim credit:
1. Open app
 2. Enter the call-in number (8014785852)
 3. Enter your cell phone number
 4. Optional: Enter your name
 5. Enter the Event ID, click "Register"

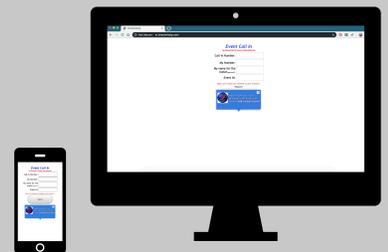


3. Internet

On your phone or computer, open your browser and go to m.checkinhelp.com

To claim credit:

1. Enter the call-in number (8014785852)
2. Enter your cell phone number
3. Optional: Enter your name
4. Enter the Event ID, click "Register"



Finding Your CME Transcript



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In order to have a University of Utah CME Transcript, you must first have an account with us, then sign in each time you attend a series session. See "Creating a CME Profile" and "Ways to Sign-In" flyers for more information.

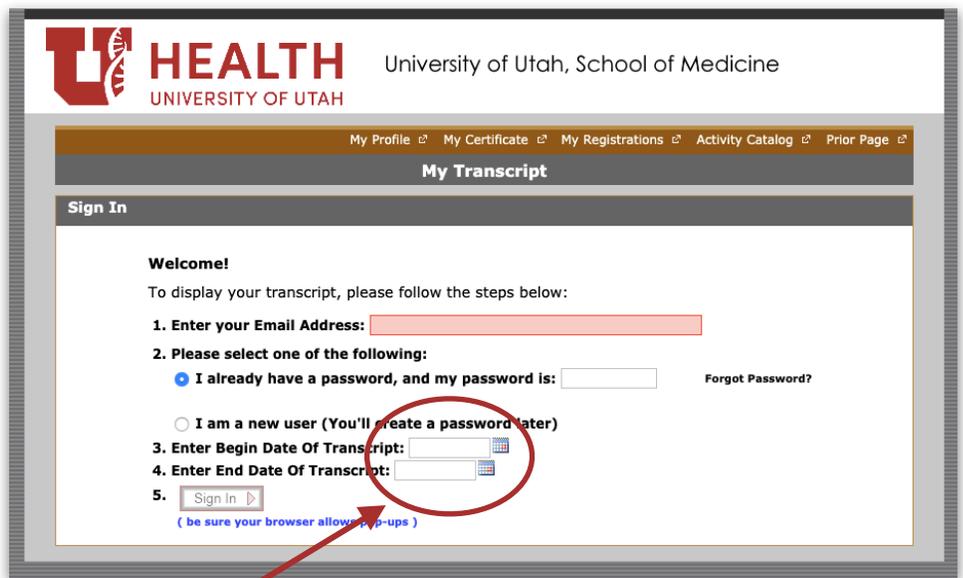
1

Go to <https://medicine.utah.edu/cme/>, click



2

Fill in your email address (typically your hsc.utah.edu email), select "I already have a password" and type your password (typically your UNID with a "0" instead of the "u"). If you are unable to sign in, call our office and we can reset your password for you.

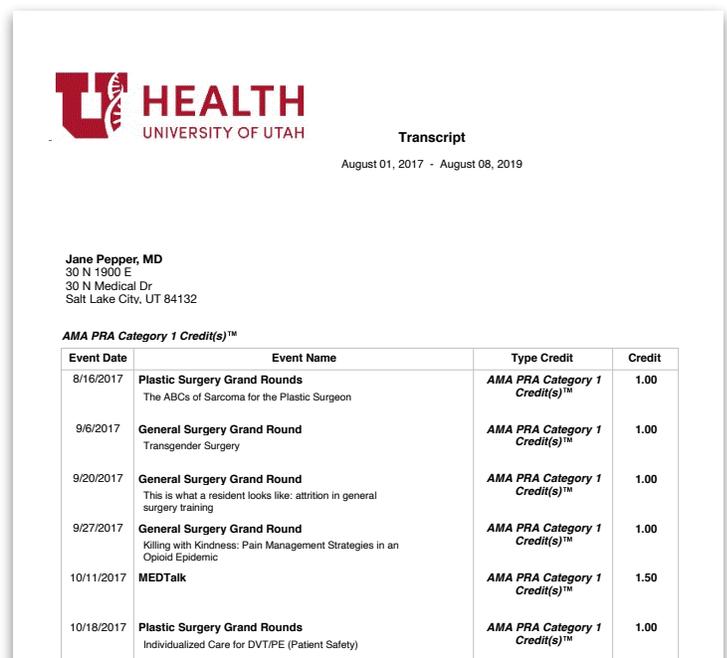


3

Select the date range you wish to appear on your transcript by selecting a beginning and end date. Click "Sign In".

4

A PDF transcript will be generated including the CME events you signed in for in that time period. Save and print as needed. Physicians receive "AMA PRA Category 1 Credit(s)TM", all other professions receive "Attendance" at these accredited activities, which can often be used for relicensing purposes (contact your licensing/credentialing organization to see what is accepted).



Tips & Reminders for Claiming CME



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- All attendees are encouraged to use the CME system to claim their attendance. Physicians receive *AMA PRA Category 1 Credit(s)TM*, all other professions will be awarded attendance at a CME event that they may use for their re-credentialing purposes, if accepted by their organization.
- In order to use our system to claim CME credit, you must have a University of Utah CME account. See "Creating a University of Utah CME Account" to create one.
- Remember that signing a physical attendance sheet does not give you CME, you must sign in using our system to receive CME credit.
- Remember to claim CME before midnight the day of the session.
- If the series you attended offers MOC, you must sign-in to claim CME in order to receive your MOC.
- All users will be able to print and save transcripts. See "Finding Your CME Transcript".
- Our sign-in system helps to keep our processes efficient and keep costs down. Please help us to best help you by using our sign-in system to claim your CME credit.
- If you have any issues, please contact us! We are happy to help.

THANK YOU

Thank you for participating in this education and continuing to grow in your practice. Thank you for taking our annual surveys each summer. This helps us to stay accredited and continue offering you CME, but it also helps us to see what impact this education is having on practice and, therefore, patient experience. We are grateful for your continued desire to learn and help others.

Sincerely,
University of Utah CME Office