

**OHIO UNIVERSITY-COLLEGE OF OSTEOPATHIC MEDICINE**

<b>Subject:</b>  <b>CME REPORTING</b>	<b>Procedure No.</b>	<b>Page No.</b> 1 of 1
	<b>Date of Origination:</b> 28 February 2008	<b>Review/ Revision Date:</b>
	<b>Issued by:</b> Kathy Trace AHEC Director	<b>Approved by:</b> 4/7/08 <i>W. Carbone</i>
	<b>Distributed to:</b>  <b>CME POLICY BOOK</b>	

**PURPOSE:**

This policy articulates CME reporting lines between CORE Medical Education Offices and the OUCOM Area Health Education Center consistent with AOA Policy.

**POLICY:**

In accordance with AOA policy, those CORE Hospitals who are unable to obtain AOA Category 1 Sponsorship may submit CME through the OU-COM AHEC Office.

**OHIO UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE (OU-COM)  
AREA HEALTH EDUCATION CENTER (AHEC)**

**CME REPORTING PROCEDURE FOR THOSE TEACHING OUCOM  
YEAR 1 & 2 MEDICAL STUDENTS**

**CME for those teaching year 1 and 2 students**

- Physicians earn **1A CME** credit for **didactics** at OUCOM. The hours are reported by the Administrative Associate in the Curriculum Office for Academic Affairs to the AHEC office on a quarterly basis.
  
- Preceptors earn **1B CME** credit for being a **preceptor to medical students** at OUCOM and are reported by the Administrative Coordinator in the CCE Office for Academic Affairs to the AHEC office on a quarterly basis.
  
- The reporting schedule for both 1A and 1B CME to the OUCOM AHEC Office is as follows:
  1. Quarter January-March - CME reported in June
  2. Quarter April-June - CME reported in September
  3. Quarter July-September - CME reported in December
  4. Quarter October-December - CME reported in March

All CME submitted needs to be submitted electronically on the proper form or it will not be accepted by the AOA or the OUCOM AHEC office. Forms may be found at the following links:

- The [Osteopathic Teaching Cat 1A](#) form is the second to the last form on the page.
- The [Osteopathic Preceptorship Cat 1B](#) form is last the form on the page.

Any credits sent to the OUCOM AHEC office should be sent via an email to [tracek@ohio.edu](mailto:tracek@ohio.edu). Should you have any questions, please contact Kathy Trace at (740) 593-9364.

**OHIO UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE (OU-COM)  
AREA HEALTH EDUCATION CENTER (AHEC)**

**CME REPORTING FOR THOSE TEACHING CORE MEDICAL STUDENTS,  
INTERNS AND RESIDENTS**

Physicians earn **1A CME** credit for **lecturing to medical students, interns and residents** at CORE hospitals.

- Total CME hours for each preceptor is to be reported quarterly to the AOA by their respective CORE GME offices if the offices are AOA Category 1 CME Sponsors. The documentation of earned CME hours should be kept on file at each respective CORE GME office.
- For those CORE Hospitals that do not have AOA Category 1 Sponsorship CME credit for didactics should be sent directly to the OUCOM AHEC office for submission to the AOA.

Physicians earn **1B CME** credit for the **preceptoring of medical students, interns and residents** at the CORE hospitals.

- **FOR MEDICAL STUDENTS:** Total CME hours for each preceptor is reported quarterly to the AOA by the CORE Administrative Associate at Firelands Regional Medical Center; a copy should be submitted to the OUCOM AHEC Office for their records.
- **FOR INTERNS/RESIDENTS:**
  - Total CME hours for each preceptor is to be reported quarterly to the AOA by their respective CORE GME offices if the offices are AOA Category 1 CME Sponsors.
  - For those CORE Hospitals that do not have AOA Category 1 Sponsorship CME credit for preceptoring should be sent directly to the OUCOM AHEC office for submission to the AOA.

The reporting schedule for both 1A and 1B CME to the AOA and the OUCOM AHEC Office is as follows:

1. Quarter January-March - CME reported in June
2. Quarter April-June - CME reported in September
3. Quarter July-September - CME reported in December
4. Quarter October-December - CME reported in March

**OHIO UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE (OU-COM)  
AREA HEALTH EDUCATION CENTER (AHEC)**

All CME submitted needs to be submitted on the proper form or it will not be accepted by the AOA or the OUCOM AHEC office. Forms may be found at the following links:

- The [Osteopathic Teaching Cat 1A](#) form is the second to the last form on the page.
- The [Osteopathic Preceptorship Cat 1B](#) form is the last form on the page.

Any credits sent direct to the AOA should be sent via an email to [CME@osteopathic.org](mailto:CME@osteopathic.org). Director of the CME Division may be contacted at [drodgers@osteopathic.org](mailto:drodgers@osteopathic.org), 312-202-8054, or 800-621-1773 ext. 8054 if you have specific questions.

The AOA does not send out reports directly to physicians, but they may request one at any time or can print one at [www.do-online.org](http://www.do-online.org).

Any credits sent to the OUCOM AHEC office should be sent via an email to [trace@oucom.ohiou.edu](mailto:trace@oucom.ohiou.edu). Should you have any questions, please contact Kathy Trace at (740) 593-9364.

***A LISTING OF CORE HOSPITALS WITHOUT AOA CATEGORY 1 SPONSORSHIP IS BELOW:***

Mt. Carmel West Medical Center  
793 West State Street  
Columbus, OH 43222  
614.234.5000  
[www.mountcarmelhealth.com](http://www.mountcarmelhealth.com)

O'Bleness Memorial Hospital  
55 Hospital Drive  
Athens, OH 45701  
740.592.9334  
[www.obleness.org](http://www.obleness.org)

St. John West Shore Hospital  
29000 Center Ridge Road  
Westlake, OH 44145  
440.827.5574  
[www.sjws.net](http://www.sjws.net)

Southern Ohio Medical Center  
The Waller Building, Suite B06  
1735 27th Street  
Portsmouth, OH 45662  
740.356.8051  
[www.somc.org](http://www.somc.org)

Fairfield Medical Center  
401 North Ewing Street  
Lancaster, Ohio 43130  
[www.fmchealth.org](http://www.fmchealth.org)

Fairview Hospital  
17191 Lorain Avenue  
Cleveland, OH 44111  
[www.fairviewhospital.org](http://www.fairviewhospital.org)

Grant Medical Center  
111 South Grant  
Columbus, OH 43215  
[www.ohiohealth.com/bodygrant.cfm?id=426](http://www.ohiohealth.com/bodygrant.cfm?id=426)

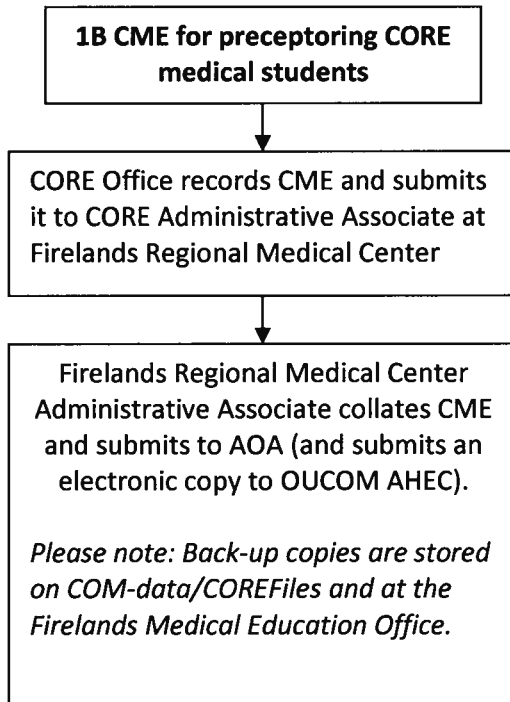
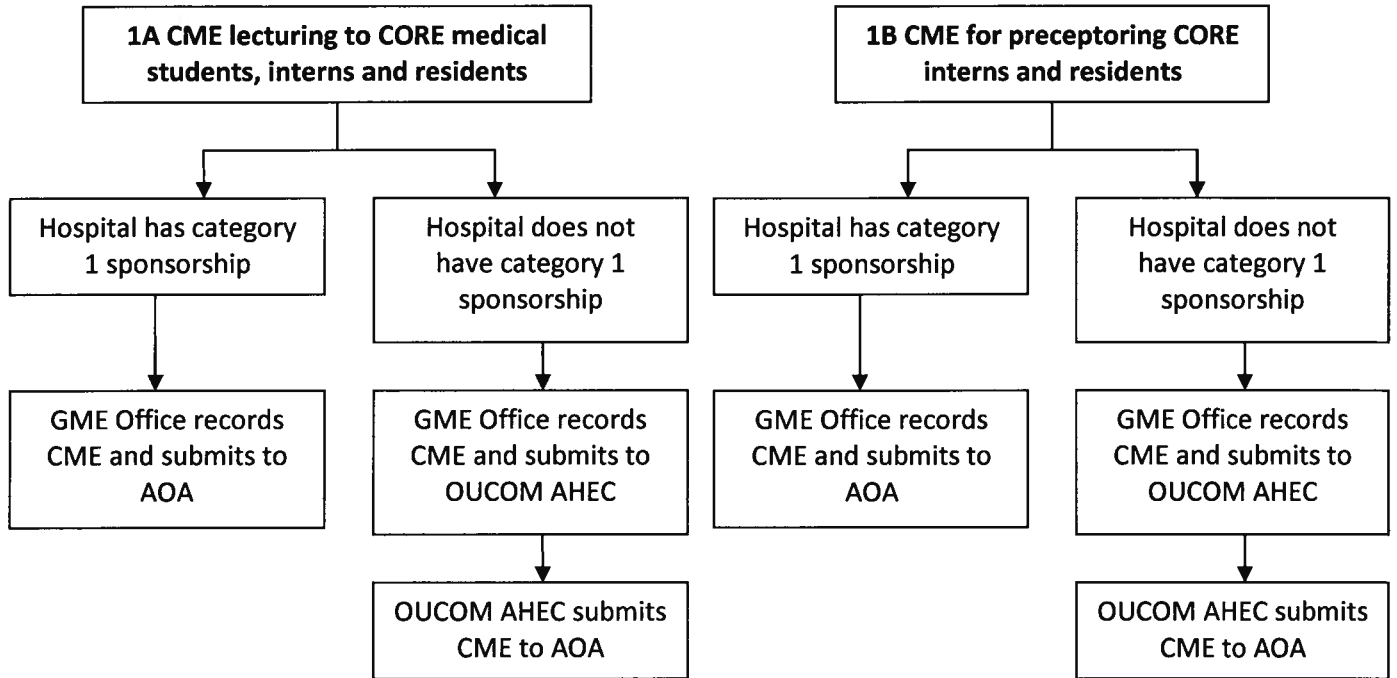
Metro Health Medical Center  
2500 Metro Health Drive  
Cleveland, OH 45109-1998  
<http://www.metrohealth.org/body.cfm?id=24&oToPID=0>

Mount Carmel New Albany Surgical Hospital  
7333 Smith's Mill Rd  
New Albany, OH 43054  
[www.mountcarmelhealth.com](http://www.mountcarmelhealth.com)

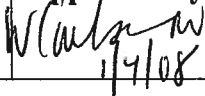
St. Elizabeth Health Center  
1005 Belmont Ave.  
Youngstown, OH 44505  
[www.ehealthconnection.com/regions/youngstown](http://www.ehealthconnection.com/regions/youngstown)

Summa Health System – Akron City Hospital  
525 E. Market Street  
Akron, OH 44304  
[www.summahealth.org/common/templates/content/index.asp?ID=850](http://www.summahealth.org/common/templates/content/index.asp?ID=850)

### CME Reporting Flow Charts for CORE



**OHIO UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE  
AREA HEALTH EDUCATION CENTER**

<b>Subject:</b>   <b>Policy Statement on Managing Grievances</b>	<b>Procedure No.</b>	<b>Page No.</b> 1 of 1
	<b>Date of Origination:</b> December 11, 2007	<b>Review/ Revision Date:</b>
	<b>Issued by:</b> Kathy Trace, Director of AHEC	<b>Approved by:</b>  1/7/08
	<b>Distributed to:</b>  _____ <b>AHEC POLICY BOOK</b>	


This policy statement refers to grievances relative to the returned program evaluation documents.

All grievances relative to the returned program evaluation documents should be in writing and specify the nature of the grievance, including as much detail as is necessary to clarify the grievance.

All grievances will be responded to in writing within 30 days of receipt. Initially, all grievances should be directed to Kathy Trace, MHA CME Director at OUCOM Grosvenor 057, Athens, Ohio 45701

If there is not a satisfactory response, s/he may then notify the Council on CME of the AOA at 142 East Ontario Street, Chicago, Illinois 60611.

**OHIO UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE  
AREA HEALTH EDUCATION CENTER**

<b>Subject:</b>  Resolution of Personal Conflicts of Interest for Continuing Medical Education (CME)	<b>Procedure No.</b>	<b>Page No.</b> 1 of 2
	<b>Date of Origination:</b> October 3, 2007	<b>Review/Revision Date:</b>
	<b>Issued by:</b> Kathy Trace Director AHEC	<b>Approved by:</b>  11/19/07
	<b>Distributed to:</b> AHEC POLICY BOOK	

**POLICY**

It is the policy of the Area Health Education Center at Ohio University College of Osteopathic Medicine that any person who is in a position to control the content of an educational activity will disclose all relevant financial relationships with commercial sponsors (as defined by the ACCME Standards for Commercial Support) to the CME provider. In the event that a conflict of interest is identified in the planning or implementation process, it is the policy of the Area Health Education Center to resolve all conflicts of interest prior to the educational activity being delivered to learners.

**Relevant ACCME Standards**

2.1 The provider must be able to show that everyone who is in a position to control the content of an education activity has disclosed all relevant financial relationships with any commercial interest to the provider. The ACCME defines "relevant" financial relationships" as financial relationships in any amount occurring within the past 12 months that create a conflict of interest.

2.2 An individual who refuses to disclose relevant financial relationships will be disqualified from being a planning committee member, a teacher, or an author of CME, and cannot have control of, or responsibility for, the development, management, presentation or evaluation of the CME activity.

2.3 The provider must have implemented a mechanism to identify and resolve all conflicts of interest prior to the education activity being delivered to learners.

**PROCEDURE**

1. Disclosure forms.
  - a. Disclosure forms will be signed by all individuals involved in the planning and provision of CME before the CME presentation is made. The Director of CME or a member of the planning committee will be responsible for requesting and obtaining disclosure forms from members of the planning committee and speakers. The disclosure form must include the name of the individual, the name of the commercial interest(s), and the nature of the relationship the person has with each commercial interest.
2. Failure to provide disclosure.

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<b>Subject:</b>  Resolution of Personal Conflicts of Interest for Continuing Medical Education (CME)	<b>Procedure No.</b>	<b>Page No.</b> 2 of 2
	<b>Date of Origination:</b> October 3, 2007	<b>Review/Revision Date:</b>
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	<b>Distributed to:</b> AHEC POLICY BOOK	

- a. The Director of CME and members of the planning committee will work with individuals who fail to provide disclosure, ensuring that a completed form is received. If a completed form is not received, the speaker will be disqualified.

3. Resolving conflicts of interest.

- a. Any conflict of interest identified during the CME planning or implementation process will be reviewed as to how it relates to the CME program.
- b. Appropriate measures will be taken to resolve the conflict of interest. These measures may include but are not limited to:
1. Changing the focus of the presentation so that the content is not about products or services related to the commercial entity.
  2. Limiting the presentation to specific areas in which the financial relationship is not relevant.
  3. Omitting recommendations for specific products.
  4. Ending the relationship that causes the conflict.
  5. Selecting an alternate planner or speaker.