



Annual Report Questions and Answers for Intrastate Accredited Providers

I have questions about the Annual Report. How do I get assistance?

Please contact your state medical society.

Are there any recommended system or browser settings?

The annual report system uses a cookie to track your session and also uses JavaScript. Your browser should have these options enabled when you visit the annual report site. Check with your IT department for instructions on how to do this safely.

Which browser should I use when completing this report?

The annual report system will work with Microsoft Internet Explorer 6 or higher, and Mozilla Firefox 2.0 or later.

My organization received its initial accreditation decision in 2013. Do we still need to complete the 2013 Annual Report form?

Yes – but only include the activity data that pertains to CME activities for which your organization was the accredited provider (i.e., that took place after you received the accreditation decision). You are still required to submit the form even if there were no activities between the time of your initial accreditation and the end of 2013, although in that case the section of the report where you would enter activity data would all contain zeroes.

Does "hours of instruction" refer to the total number of CME hours awarded to the physician learners who attended the activity?

No. Please calculate the hours of instruction as the number of CME hours available for an attendee to earn. Regardless of the number of learners at a two hour activity, report it as two hours of instruction.

Is the number of physician participants the same as the number of learners who are awarded credit for the activity?

No. Please report the total number of non-resident MDs and DOs who participated in the activity, even if they do not seek CME credit for attending.

How do I report a multi-day activity, like an annual members' conference, where there are multiple educational sessions?

Even a very large, week-long activity such as an annual conference should be reported as one Course. The hours of instruction are calculated by totaling the hours of all educational sessions offered for CME credit. The numbers of participants should be the registered attendance at the overall event (it is not necessary to calculate participant totals from the individual sessions).

How should I report "Learning from Teaching" activities? For this category, is the number of activities the same as the number of live courses where the faculty were awarded credited for teaching?

For the purposes of data reporting only, the ACCME will consider "Learning from Teaching" as an activity that is distinct and separate from the educational activities in which the learner has served as 'faculty.' Regardless of how the accredited provider plans and implements these educational interventions, the ACCME asks that providers aggregate their data for "Learning from Teaching" into one activity, with the total number of physicians/non-physicians equal to the number of faculty/authors for which they designed the educational intervention, and the number of hours equal to the total number of credits provided.

The aggregating of these data does not preclude the provider from structuring or tracking these educational interventions individually. The provider is free to use whatever process or system for ensuring compliance is most effective in their situation.

How should I report "Internet Searching and Learning" activities?

The ACCME asks that providers aggregate their data for "Internet Searching and Learning" into one activity. For hours of instruction, specify the amount of time you believe a learner would take to complete their Internet Searching and Learning CME activity. The number of participants should equal to the total number of persons who participated in Internet Searching and Learning as a CME activity.

For example, a provider creates an Internet Searching Learning CME activity in which 50 physicians participate. Each physician spent 30 minutes participating in this activity. The provider would report this as one Internet Searching and Learning CME activity with 50 physician participants and 0.5 Hours of Instruction.

How should I report an "Internet Activity Enduring Material"?

When reporting the number of physician and non-physician participants for an Internet Activity Enduring Material, you should count all learners who completed all or a portion of the activity and whose participation can be verified in some manner. ACCME would not consider individuals that only downloaded the activity but did not actually complete all or a portion of it to be participants.

How should I report an "Enduring Material"?

When reporting the number of physician and non-physician participants for an Enduring Material activity, you should count all learners who completed all or a portion of the activity and whose participation can be verified in some manner. ACCME would not

consider individuals that only received the enduring material activity but did not actually complete all or a portion of it to be participants.

Can you give further detail about what a regularly scheduled series is, and how to report it?

A regularly scheduled series (RSS) is a serial educational activity, one where the learners meet on a regular, recurring schedule, and where the learners themselves are the provider's staff or affiliates. These activities are often called grand rounds. Medical schools, hospitals, and medical centers are the provider types most often associated with RSS activities.

When counting RSS for the annual report, include each series as one activity. The total hours of instruction for the series is the sum of credit hours available through the activity during the year and the total participants is the sum of the number of physicians/ non-physicians attending the individual sessions.

This activity type is also known as a regularly scheduled conference (RSC).

How should I report "manuscript review" activities?

The number of activities should be the number of journals for which the provider planned manuscript review CME. The number of hours of instruction should be the total credits awarded. The number of participants should reflect the total number of learners engaged in reviewing a manuscript.

As an example, a provider publishes four journals. During the course of the year, 100 physicians reviewed 600 manuscripts that had been submitted for publication. For each review, two hours of CME were awarded. On the ACCME Annual Report, this should be listed as 4 activities, 1200 hours of instruction, and 600 physician participants.

Our organization produces enduring materials that are active for multiple years. How should these be reported?

Enduring materials should be included on your annual report for each year in which they are active, either for the entire year or any part thereof. For each year that you include the activity, please report the number of learners (physician or non-physician) who participated in it during that year.

Our accounting department provides the information regarding income and expenses, but this data is only available on a fiscal year basis, and our fiscal year does not run from January to December. Is it acceptable for us to report financial data from the fiscal year ending in 2013?

It is acceptable to supply figures for your organization's fiscal year ending in 2013. Please be consistent from year to year in the reporting period chosen, in order to ensure that you are reporting twelve months of income and expense information. We have added a place in the financial reporting section of the form for you to record the fiscal year period of the data.

How do we report commercial support?

Please report the total monetary amount of commercial support received. Do **not** include an estimated dollar value for any in-kind commercial support received.

In the income and expenses section, you ask for total expenses, but you do not ask for the total income. Why is that?

Your CME unit's total income is the sum of the entries for commercial support, advertising and exhibit income, and income from other sources.

What is meant by "Total income received from other sources"?

On this line, please report the total of any and all income your program received that does not fall under commercial support or advertising and exhibit income. The most important sources are included in the definition: activity registration fees, grants from government agencies (or independent non-profit foundations), and internal departmental allocations (money that comes from your organization's general budget to pay the expenses of the CME unit).

What should be included for "Total Expenses of your CME unit"?

Please report the total operating costs of the CME department incurred during the reporting period. Include costs of "overhead" items, such as office space, staff salaries and benefits. Also include all costs involved in developing and presenting CME activities, such as faculty honoraria, production of electronic or printed media, and facilities rental.

How should income and expenses associated with jointly sponsored activities be reported?

If your organization is the accredited provider for a jointly sponsored activity, the income (commercial support, advertising and exhibit, or other) and expenses associated with that activity should be included in your organization's totals for income and expenses.

If two accredited providers are working in co-sponsorship, how do we report the amount of commercial support received if it is shared?

In a co-sponsorship relationship, if the commercial support is distributed amongst the accredited providers, each accredited provider should report the amount it receives. It is also acceptable for the accredited provider who is taking responsibility for the activity to report the full amount of commercial support. What we want to avoid is "double counting" of the amount of commercial support received.

If an accredited provider is working in joint sponsorship with a non-accredited entity, and it authorizes that the commercial support be paid directly to the non-accredited joint sponsor, does the accredited provider have to report that commercial support?

Yes, the accredited provider must report the full amount of commercial support received, even if the commercial support is distributed to other non-accredited joint sponsors.

What happens after we submit the report?

The primary contact person for your organization will receive a confirmation email acknowledging receipt of the completed annual report. If this email is not received, please contact your state medical society to confirm that they have received your annual report.

Staff at your state medical society will review all of the annual reports. If there is a question about any of the information that has been submitted, you will be contacted by phone or by email, in an attempt to verify the accuracy of the data.

I have submitted our organization's annual report, but I have since become aware that I didn't include some information. Can I re-submit the report?

Once you have submitted the online annual report form, the record is locked and cannot be further edited. Please contact your state medical society for further assistance.