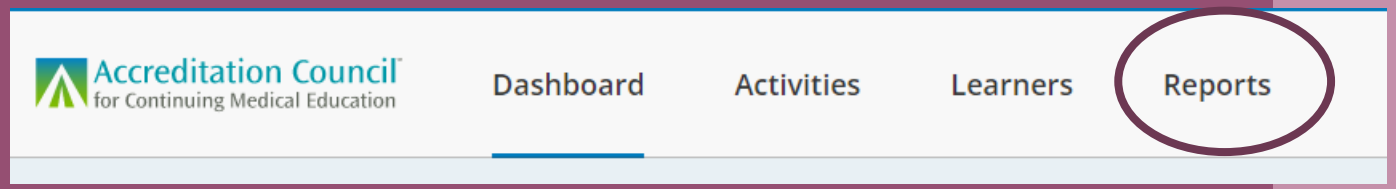
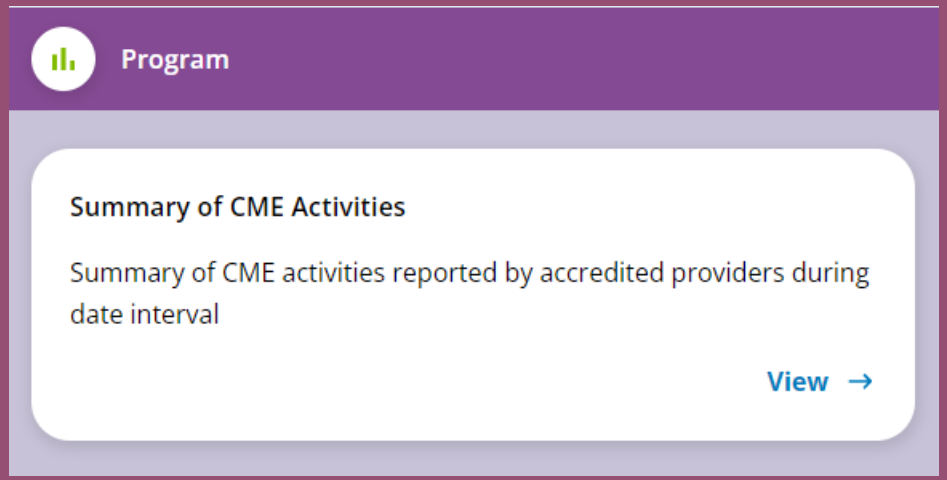
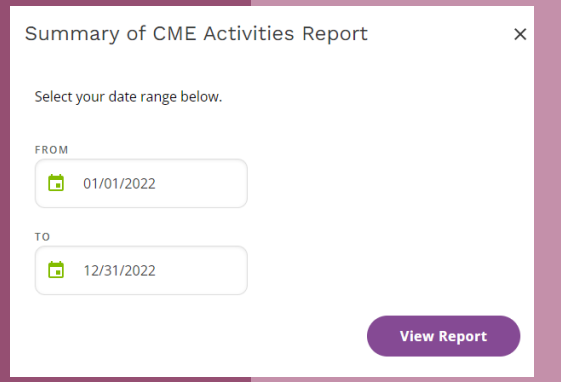
CME Passport & Learner Reporting in PARS

Maine Medical Association

Reports are Back!







SUMMARY OF CME ACTIVITIES FOR 1/2/2022 - 1/1/2023

Accreditor: Maine Medical Association **ACCME Organization ID Number:** 4

Provider Name: Maine Medical Education Trust

SUMMARY OF CME ACTIVITIES

Note: You can use the PARS activity search function for a list of activities included in this report and for additional filtering options.

Activity Format	Activities	Physician Learners	Other Learners
Directly Provided			
Live Course	0	0	0
Regularly Scheduled Series	0	0	0
Test-Item Writing	0	0	0
Committee Learning	0	0	0
Performance/Quality Improvement	0	0	0
Internet Searching and Learning	0	0	0
Enduring Material *	0	0	0
Learning from Teaching	0	0	0
Journal CME/CE	0	0	0
Manuscript Review	0	0	0
Other/Blended Learning	0	0	0
Total	**0**	**0**	**0**
Jointly Provided			
Live Course	108	1,748	4,412
Regularly Scheduled Series	14	472	1,992
Test-Item Writing	0	0	0
Committee Learning	0	0	0
Performance/Quality Improvement	0	0	0
Internet Searching and Learning	0	0	0
Enduring Material *	59	1,799	494
Learning from Teaching	0	0	0
Journal CME/CE	0	0	0
Manuscript Review	0	0	0
Other/Blended Learning	0	0	0
Total	**181**	**4,019**	**6,898**
Total	**181**	**4,019**	**6,898**

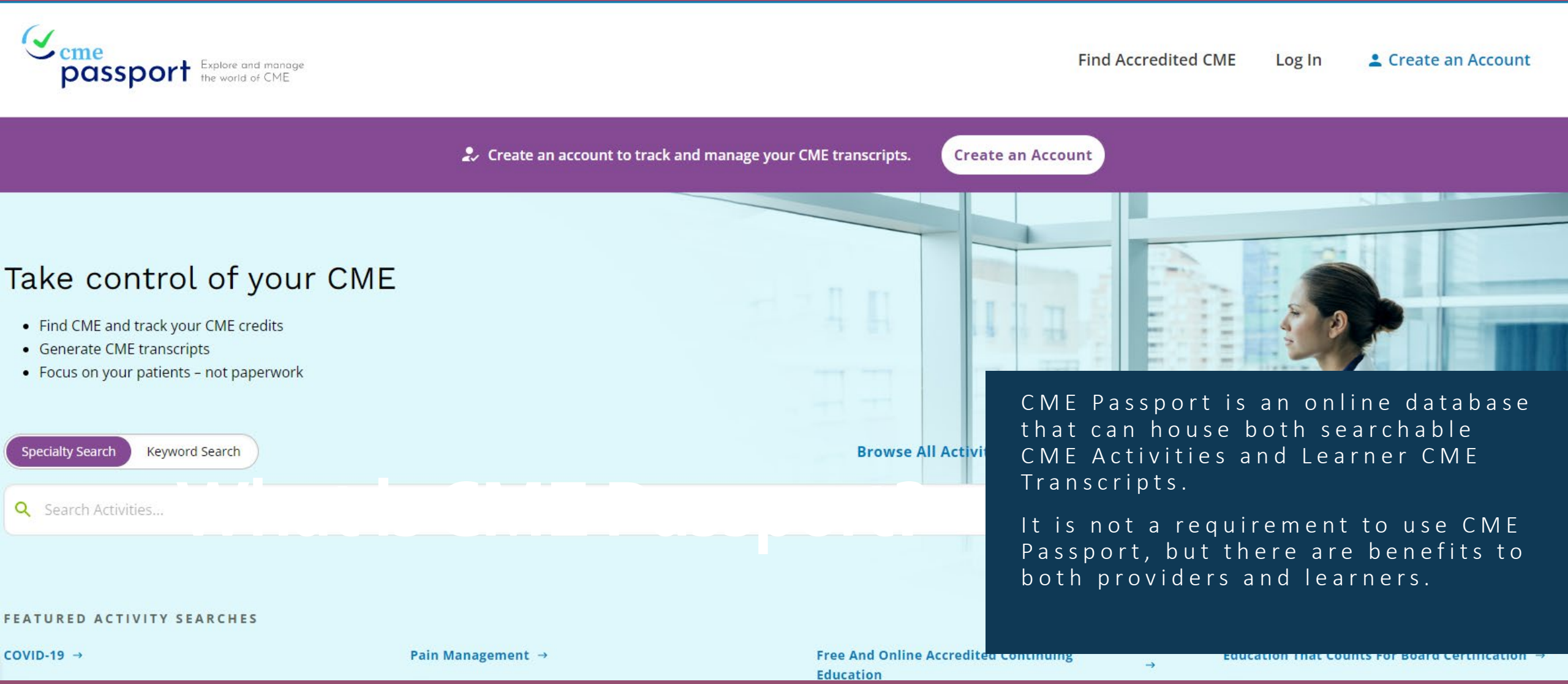
Agenda

CME Passport

Changes in Practice to Support Learner Reporting in PARS

Learner Reporting in PARS – How to Add Learners

What is CME Passport?

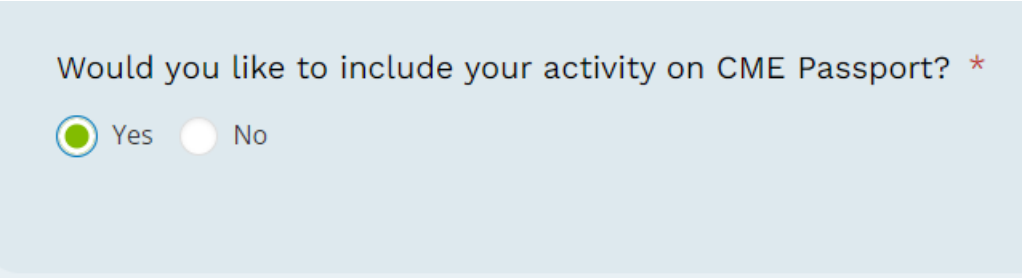


CME Passport is an online database that can house both searchable CME Activities and Learner CME Transcripts.

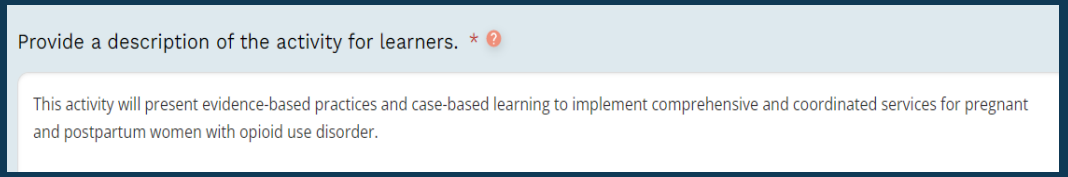
It is not a requirement to use CME Passport, but there are benefits to both providers and learners.

cmepassport.org

cme passport Explore and manage the world of CME



Benefits of Using CME Passport for Providers



- Free Advertising!
- Providers can select in PARS to include their activity(ies) in CME Passport.
- Must enter a Description and URL in PARS if selecting to include the activity on CME Passport
- Learners can search for activities in CME Passport.
- This allows providers to potentially reach a wider audience.

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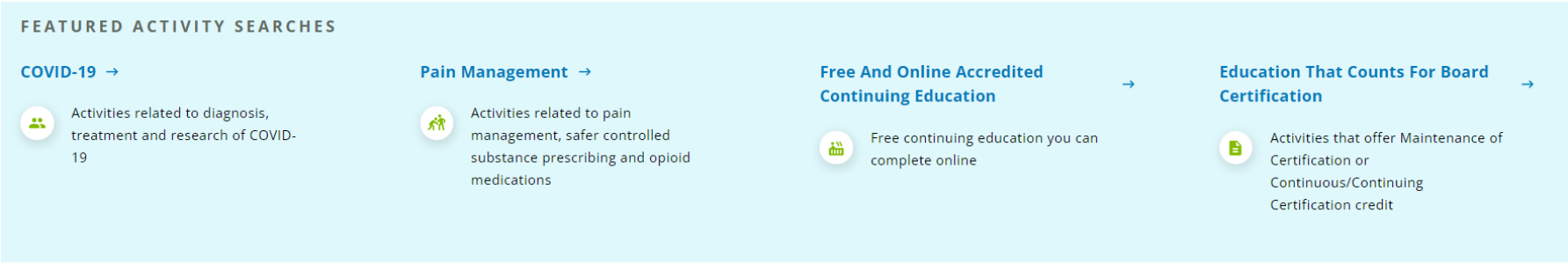
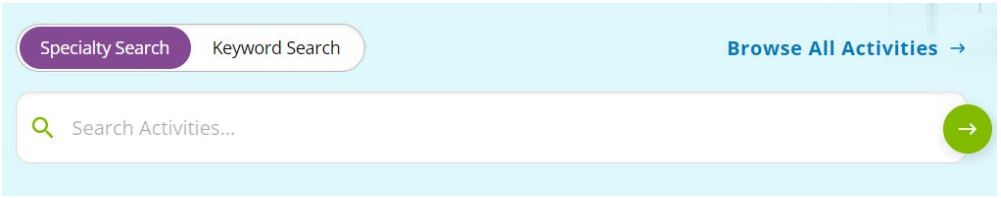
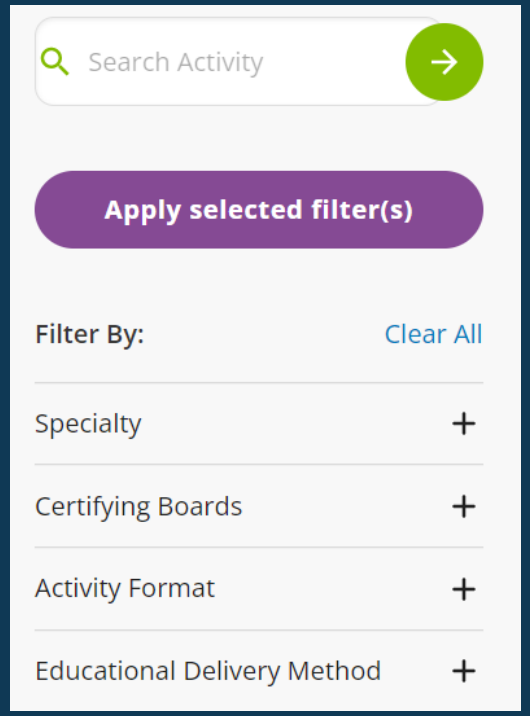




Benefits of Using CME Passport for Learners



Learners can find activities for CME Credits.

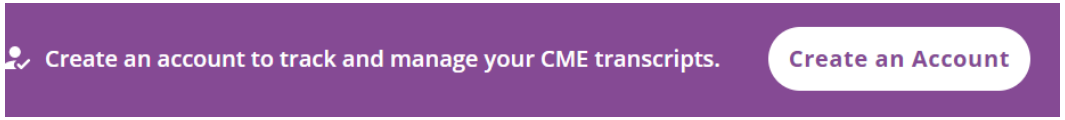
Learners can search a database of activities from around the nation to find ones that meet their needs.

This includes both live and enduring materials and activities offering MOC.

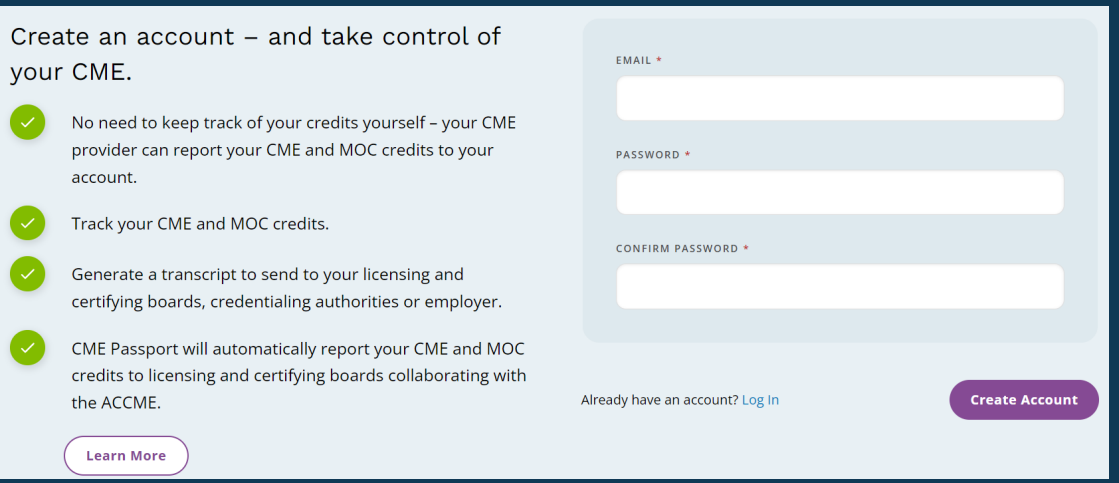
A filter allows them to narrow their search.

Anyone can use the search tool.

cme passport Explore and manage the world of CME



Benefits of Using CME Passport for Learners



Learners can Manage their CME Credits

CME Passport allows learners to keep track of the credits they earn.

As providers upload credits earned in PARS, physicians can view a transcript of their credits if they create a free account.

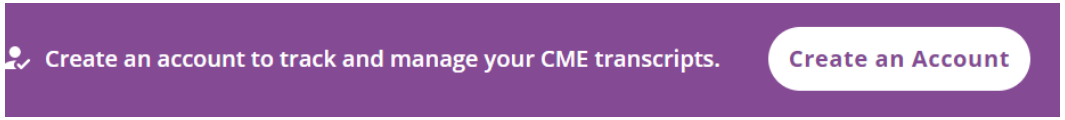
Credits can be reported into PARS and viewed by learners on CME Passport even if you choose not to include the activity on CME Passport.

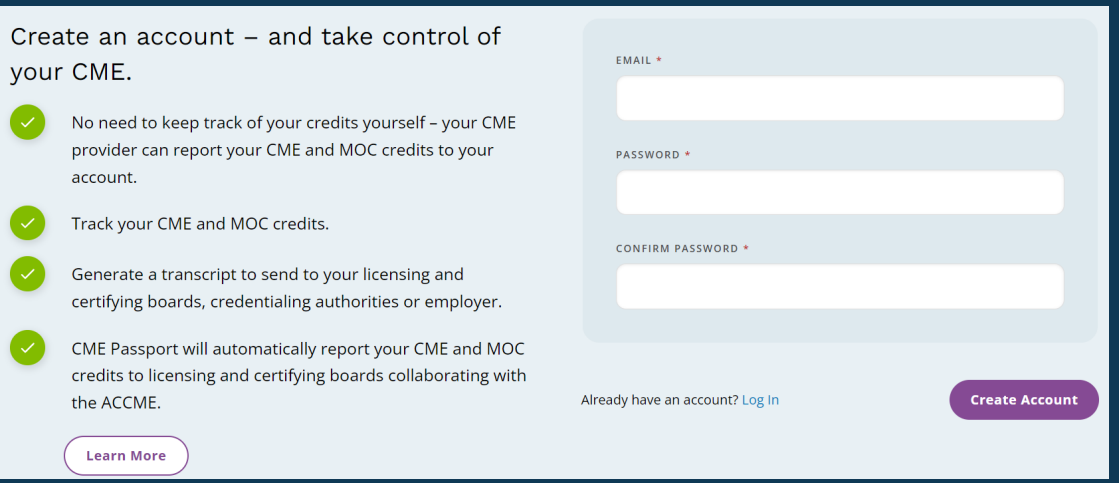
cme passport Explore and manage the world of CME

Maine Board of Licensure in Medicine

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
BOARD OF OSTEOPATHIC LICENSURE
STATE OF MAINE

Benefits of Using CME Passport



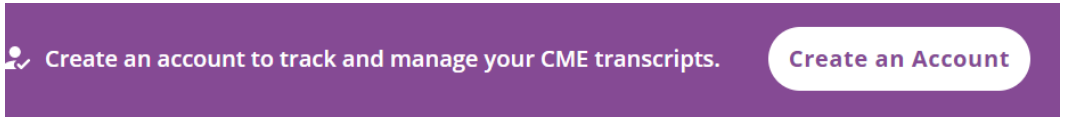


Credit Reporting to State Boards

The State of Maine Board of Licensure in Medicine and the Maine Board of Osteopathic Licensure have collaborated with the ACCME to use CME Passport for reporting physician credit.

This reduces the administrative burden on physicians for tracking and reporting their credits.

cme passport Explore and manage the world of CME



Benefits of Using CME Passport

- American Board of Anesthesiology (ABA)
- American Board of Internal Medicine (ABIM)
- American Board of Ophthalmology (ABO)
- American Board of Otolaryngology–Head and Neck Surgery (ABOHNS)
- American Board of Pathology (ABPath)
- American Board of Pediatrics (ABP)
- American Board of Surgery (ABS)

Tracks CME Credits earned from all reporting providers.

CME Passport acts as a single source of CME Credits earned if all providers are entering learner data into PARS.

Potentially reduces time spent issuing CME Certificates and handling inquiries regarding certificates.

MOC is also reported to all collaborating certifying boards.

cme passport™

by ACCME™

Informing Learners of Using CME Passport

The **CME Provider Passport Mark** can be included on announcements and brochures to let learners know that the credits will be available on their CME Passport Transcript.

The Mark can be downloaded from the ACCME website.

The ACCME has a user manual for physicians that provides instructions on opening a new account.

CME Passport Flyer – one-two page informational handout.

cme passport Explore and manage the world of CME

HOW YOUR PERSONALIZED ACCOUNT WORKS

- Your CME provider will ask you for permission to report your CME credit.
- You'll need to give your CME provider your month and day of birth, state of licensure, and your license ID.
- Your CME provider will report your CME completion information to the ACCME. The ACCME will transmit the information to CME Passport. Please note that your information must be submitted by your CME provider. You are not able to self-report CME completion information to CME Passport.
- When you login to your CME Passport personalized account, you'll be able to see the CME completion information that CME providers have reported on your behalf. Please allow for up to 45 days for reporting following the activity.
- You can create a transcript of your reported CME and MOC credit and email that to your licensing board, employer, credentialing body, or any other regulatory authority you choose.
- You do not need to report CME or MOC credits to medical or certifying boards that are collaborating with the ACCME, such as the State of Maine Board of Licensure in Medicine and the Osteopathic Board of Licensure. Those boards will have access to the information. See https://www.accme.org/about-cmepassport for a list of collaborating certifying boards.

cme passport™ by ACCME™

Informing Learners of Using CME Passport

The following language can be used on activities to accompany the CME Passport Provider Mark:

"The CME credits that physicians earn from this activity will be submitted to ACCME's CME Passport, a free, centralized web application where you can create a personalized account to view, track, and generate transcripts of your reported CME credit.
Visit www.cmepassport.org to create your account."

Agenda

CME Passport

Changes in Practice to Support Learner Reporting in PARS

Learner Reporting in PARS – How to add learners

How many of you already report individual learners in PARS and utilize CME Passport?

Answer in the Poll

Optional, but… you may want to consider

Learner Reporting in PARS

Opportunity to report CME Credits earned by physicians directly into PARS.

The State of Maine Board of Licensure in Medicine and the Maine Board of Osteopathic Licensure are 2 of 10 state boards (and growing) that have agreed to use this reporting system for obtaining CME Credit data for individual physicians' licensing requirements.

The more providers that report learners in the PARS system, the more accurately the State Boards can access physician credit information.

Changes in Practice to Support Learner Reporting

- Obtaining Physician Consent
- Gathering Additional Information

Obtaining Physician Consent

Physicians must agree to have credits reported for them on their behalf.

Their information and credits earned CANNOT be entered into PARS without their consent.

Gathering Additional Information

In order to report physician credit, you will need to gather the following information:

Please note that this information is only required for those physicians (MD/DOs) wishing to have CME Credits reported on their behalf.

Birthdate (MM/DD)

License ID Number (DO or MD) and State

Number of Credits Claimed

Agreement to have credits reported on their behalf

Gathering Additional Information

Two ways to gather this additional information include

1. Evaluation Form
2. CME Credit Reporting Consent Form

Birthdate (MM/DD)

License ID Number (DO or MD) and State

Number of Credits Claimed

Agreement to have credits reported on their behalf

Evaluation Form

Paper evaluations or digital online evaluations can be updated to request the necessary information:

13. Please fill out the contact information below.

First Name:		**Last Name:**	
Credentials:		**Email:**	

14. The MMET is able to report CME Credit on your behalf to the State of Maine Board of Licensure in Medicine and the Maine Board of Osteopathic Licensure. Do you consent to have the MMET report this data?

☐ Yes ☐ No ☐ This does not apply to me, I am not an MD or DO

15. If you answered yes to the question above, please provide the following information for reporting purposes.

Date of Birth (MM/DD):		**State of Licensure:**		**License ID:**	

Evaluation Form

Paper evaluations or digital online evaluations can be updated to request the necessary information:

16. Please select one of the following:

☐ I attest that I have completed the entire activity and claim **[insert credit hours]** *AMA PRA Category 1 Credit(s)™* or have participated in this activity for **[insert number of hours]** hours.

☐ I am an MD or DO and claim only ___ *AMA PRA Category 1 Credit(s)™* for this activity. Please insert the number of credit hours you are claiming: 1 hour = *1 AMA PRA Category 1 Credit™*

☐ I am a non-physician and participated in this activity for _____ hours. Please insert the number of hours in 15-minute increments. 15 minutes = .25 hours; 60 minutes = 1 hour.

☐ I do not wish to claim *AMA PRA Category 1 Credits™* or participation hours for this activity.

CME Credit Reporting Consent Form

Another option would be to have learners complete a CME Credit Reporting Consent Form.

This form would ask for the same information but be completed once a year or once per series.

The Number of Credits Claimed still needs to be collected.

Birthdate (MM/DD)

License ID Number (DO or MD) and State

~~Number of Credits Claimed~~

Agreement to have credits reported on their behalf

Example of CME Credit Reporting Consent Form

The State of Maine Board of Licensure in Medicine and the Maine Osteopathic Board of Licensure have agreed to use CME Passport for obtaining CME records for physicians.
Physicians who wish to take advantage of this free tracking and reporting system must grant permission to the Daniel Hanley Center for Health Leadership and the MMET to report earned credits on their behalf.

Information Needed to Participate

First Name:	
Last Name:	
Credentials:	
Email:	
Date of Birth (MM/DD	
State of Licensure:	
License ID:	

Granting Permission to Submit Information

The MMET is able to report CME Credit on your behalf to the State of Maine Board of Licensure in Medicine and the Maine Board of Osteopathic Licensure. Do you consent to have the MMET report this data?

- ◯ Please report CME Credits on my behalf to CME Passport.
- ◯ I do not wish to participate in CME Passport. Send me my CME certificate and I will make the necessary filings.
- ◯ I do not wish to claim *AMA PRA Category 1 Credits™* or participation hours for this activity.

Agenda

CME Passport

Changes in Practice to Support Learner Reporting

Learner Reporting in PARS – How to Add Learners

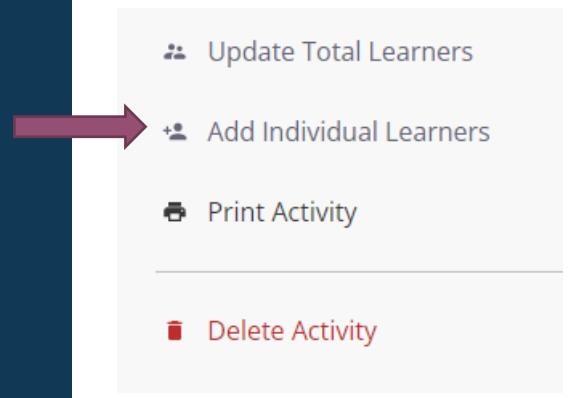
To Report CME Credits Earned, Learners can be added to PARS

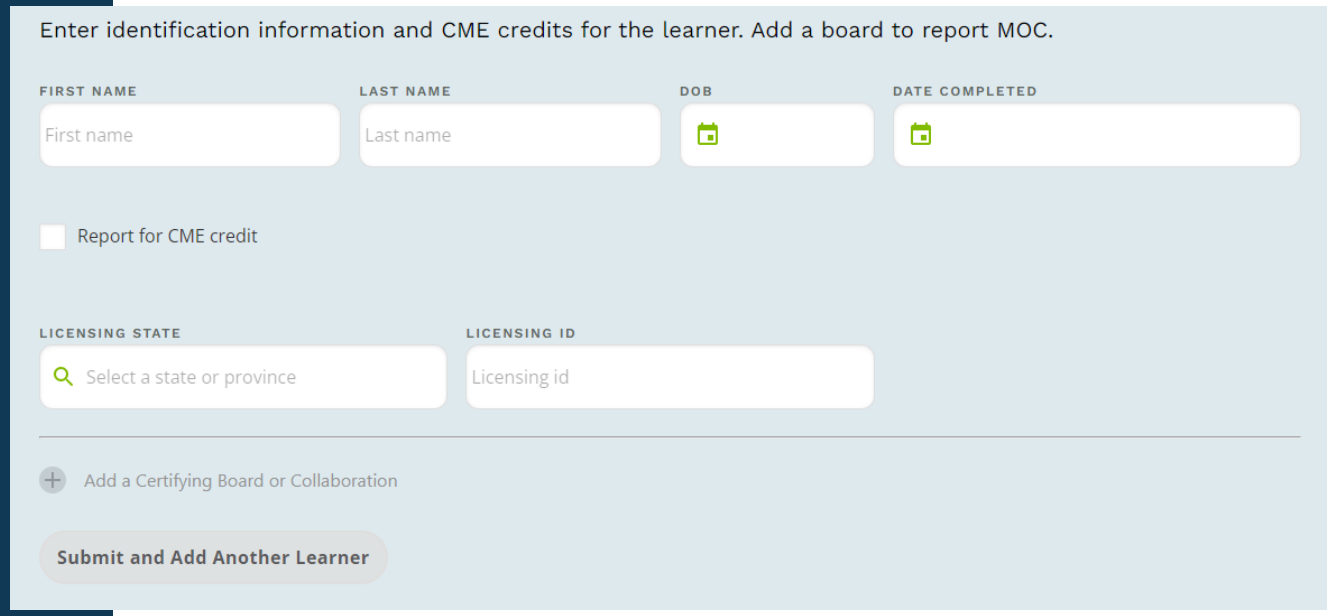
- Individually
- As a batch upload for multiple learners at a time
- For one activity
- For multiple activities at a time
- ONLY Physicians – MDs and DOs can be reported in PARS

Adding Individual Learners to PARS

Individual learners can be added to report credit earned from individual activities.

Click into the activity in PARS



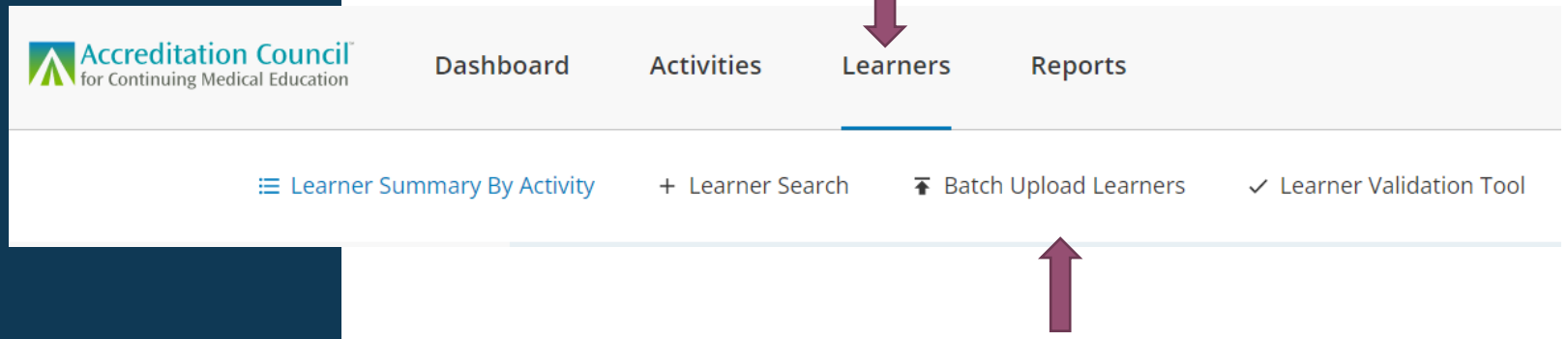


Batch Uploading Multiple Learners

Learners claiming CME can be batch uploaded to PARS for each activity or multiple activities at a time.

Under “Learners” Tab, choose “Batch Upload Learners”

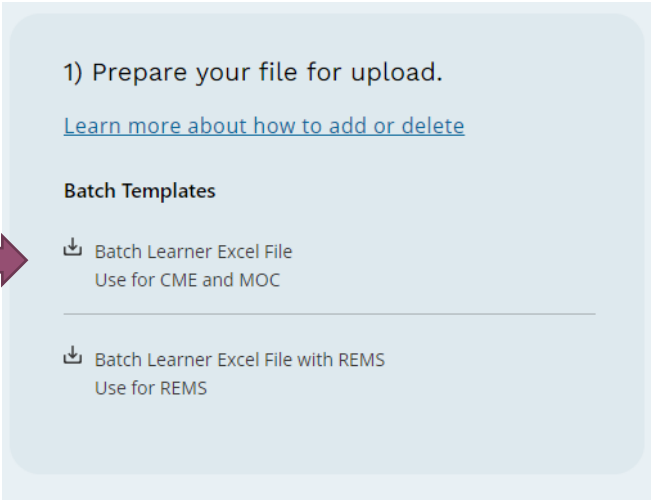
Under “Learners” Tab, choose “Batch Upload Learners”



A menu of files will appear:

You will likely use the Excel File for CME

Click on it and download the file

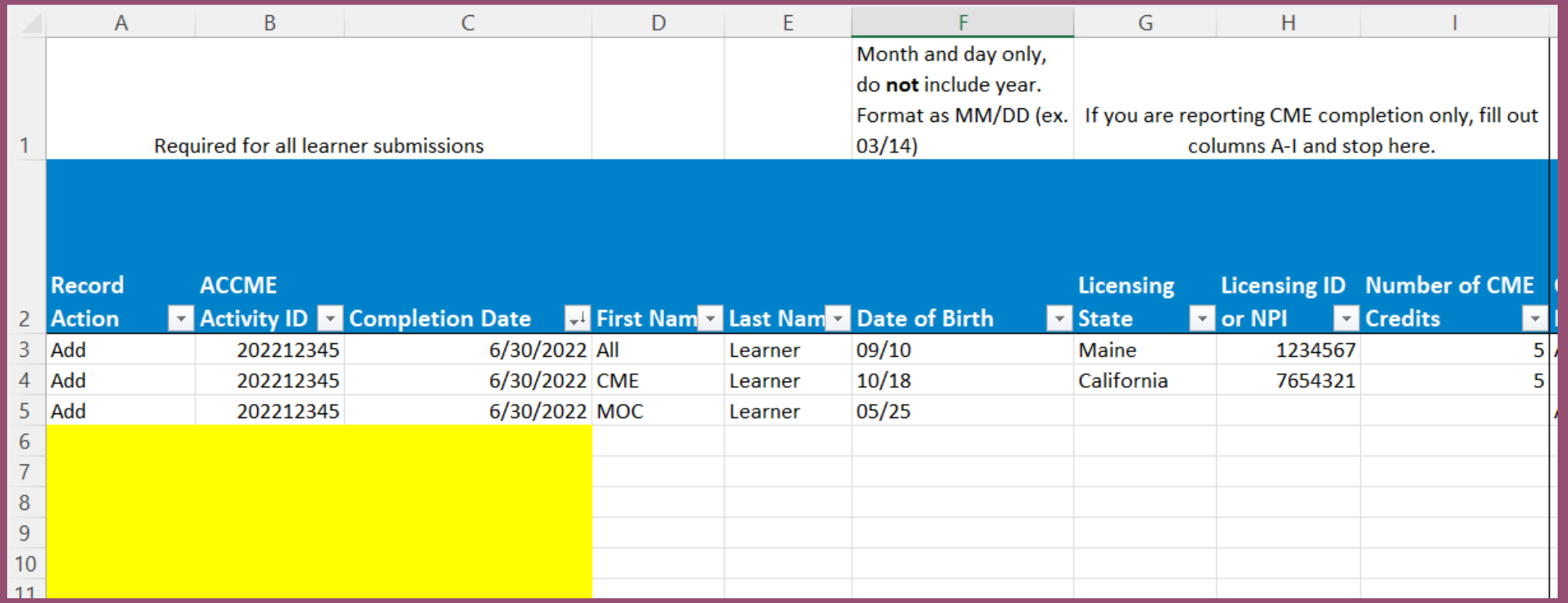


The Spreadsheet has space for reporting both CME and MOC.
If reporting just CME, use only columns A-I.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Required for all learner submissions					Month and day only, do **not** include year. Format as MM/DD (ex. 03/14)	If you are reporting CME completion only, fill out columns A-I and stop here.			If you are reporting MOC/CC fill out these columns. At least one If the learner is dual-certified, repeat these columns for each certifyi Please note that amounts of credit in one row are not additive. See the F					
2	Record Action	ACCME Activity ID	Completion Date	First Nam	Last Nam	Date of Birth	Licensing State	Licensing ID or NPI	Number of CME Credits	Certifying Board	Certifying Board ID	Total Board Credits	Credit Type	Credits Awarded for Credit Type	Additional Cr Type
3	Add	202212345	6/30/2022	All	Learner	09/10	Maine	1234567	5	ABIM	999999	5	Medical Knowledge	5	Practice Assessr
4	Add	202212345	6/30/2022	CME	Learner	10/18	California	7654321	5						
5	Add	202212345	6/30/2022	MOC	Learner	05/25				ABOHNS	8888888	5	Self-Assessment	5	
6															
7															
8															
9															

Preparing the Spreadsheet

The first three lines provide examples for how to enter data for reporting CME and MOC. They should be deleted before uploading the file.
Do not delete any columns.



	A	B	C	D	E	F	G	H	I
1	Required for all learner submissions					Month and day only, do **not** include year. Format as MM/DD (ex. 03/14)	If you are reporting CME completion only, fill out columns A-I and stop here.		
2	Record Action	ACCME Activity ID	Completion Date	First Nam	Last Nam	Date of Birth	Licensing State	Licensing ID or NPI	Number of CME Credits
3	Add	202212345	6/30/2022	All	Learner	09/10	Maine	1234567	5
4	Add	202212345	6/30/2022	CME	Learner	10/18	California	7654321	5
5	Add	202212345	6/30/2022	MOC	Learner	05/25			
6									
7									
8									
9									
10									
11									

After collecting information from participants in the evaluation forms or consent forms, transfer the data to a learner spreadsheet.

All learner information is required, or the learner's information will not upload.

Preparing the Spreadsheet

I	J	K	L	M	N	O	P	Q	R	S	T
pletion only, fill out op here.	If you are reporting MOC/CC fill out these columns. At least one credit type is required to report the learner for MOC/CC. If the learner is dual-certified, repeat these columns for each certifying board to which the learner completion should be reported. Please note that amounts of credit in one row are not additive. See the Reference tab for more information about how to list credit types.										
Number of CME Credits	Certifying Board	Certifying Board ID	Total Board Credits	Credit Type	Credits Awarded for Credit Type	Additional Credit Type	Credits Awarded for Additional Credit Type	Additional Credit Type	Credits Awarded for Additional Credit Type	Additional Credit Typ	Credits Awarded for Additional Credit Type
5	*ABIM*	*999999*	*5*	*Medical Knowledge*	*5*	*Practice Assessment*	*5*	*Patient Safety*	*5*		
4											
	ABOHNS	*8888888*	*5*	*Self-Assessment*	*5*						
1											

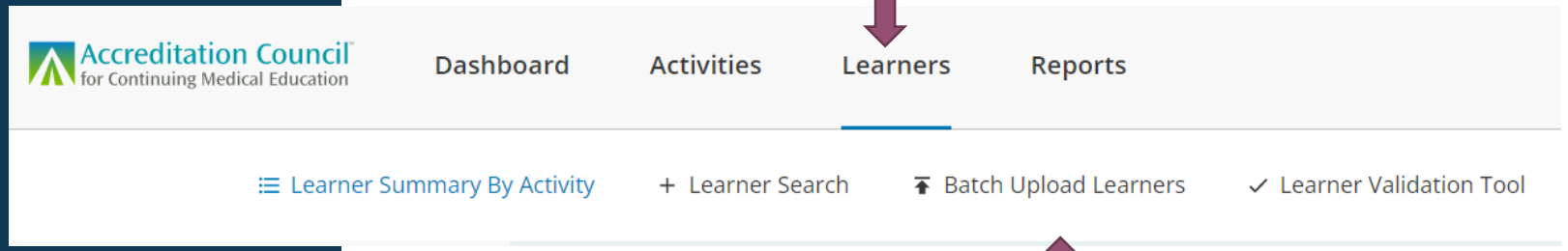
Preparing the Spreadsheet

Can report MOC on the Spreadsheet
- Need to complete columns A-F and at least J-N

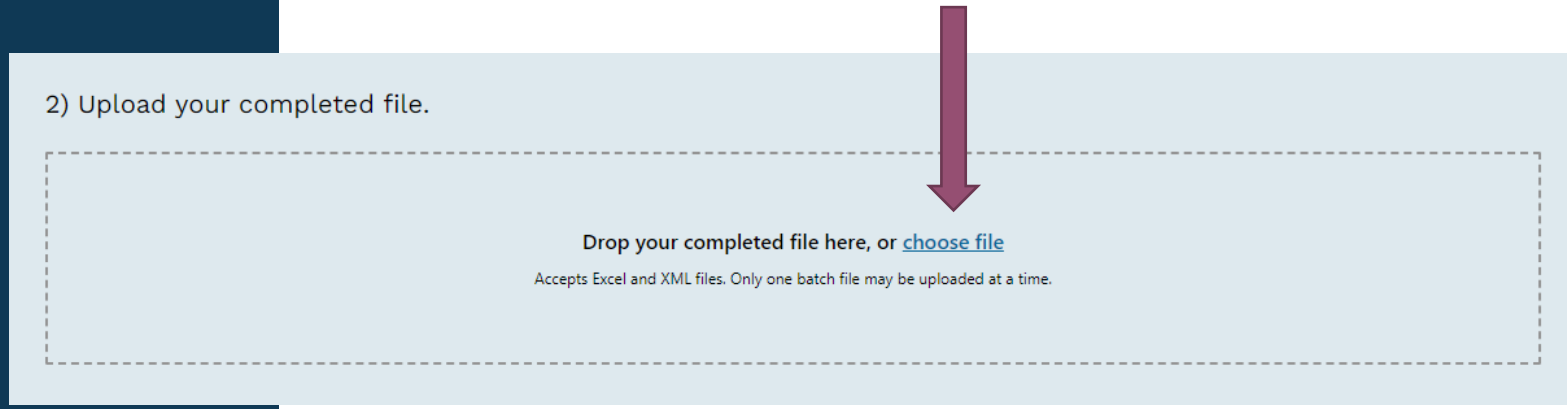
Using the Spreadsheet to Report Learners

When the file is ready for upload, return to the learners tab.

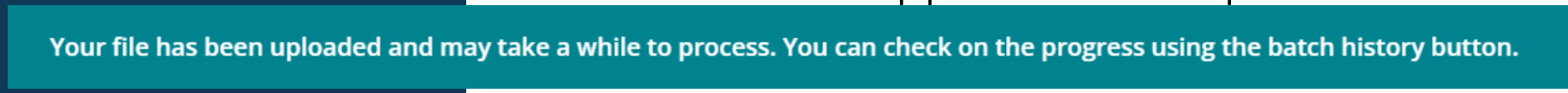
Under “Learners” Tab, choose “Batch Upload Learners”



Choose your saved spreadsheet to upload.



A notification will appear at the top of the screen



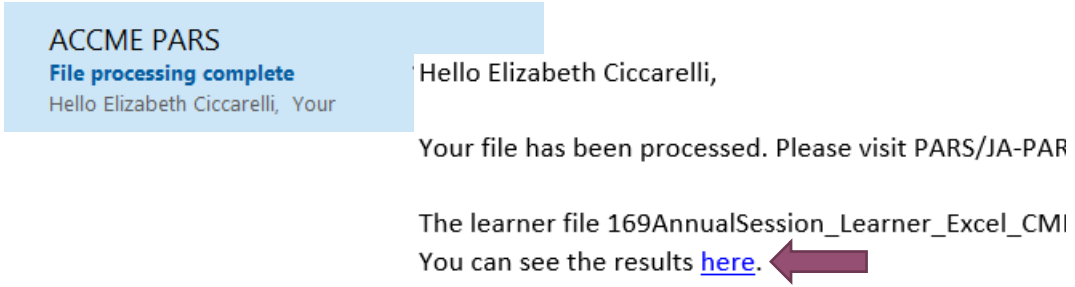
What if Not All Learners are Uploaded?

Download the spreadsheet of rejected submissions.

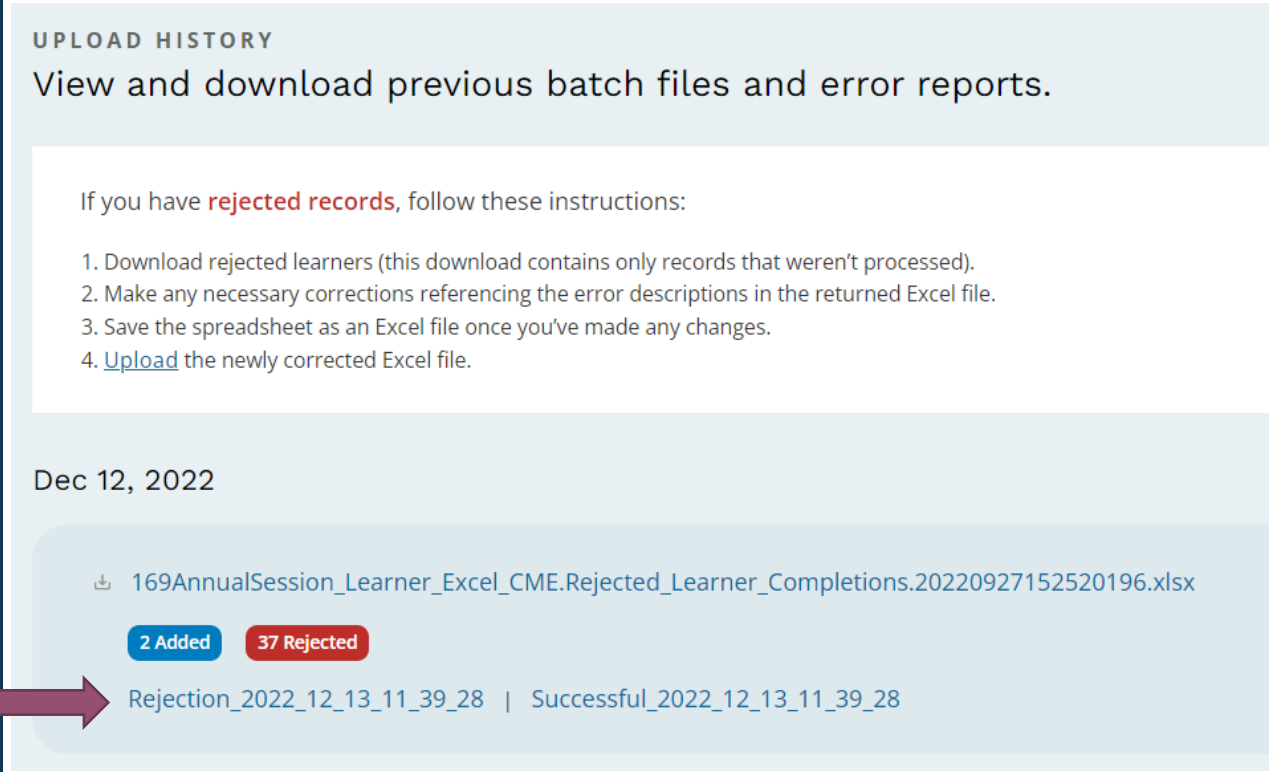
Check information for accuracy and completion.

Upload the file with corrections.

You will receive an email notification with a link to view results



Download a spreadsheet of the rejected submissions



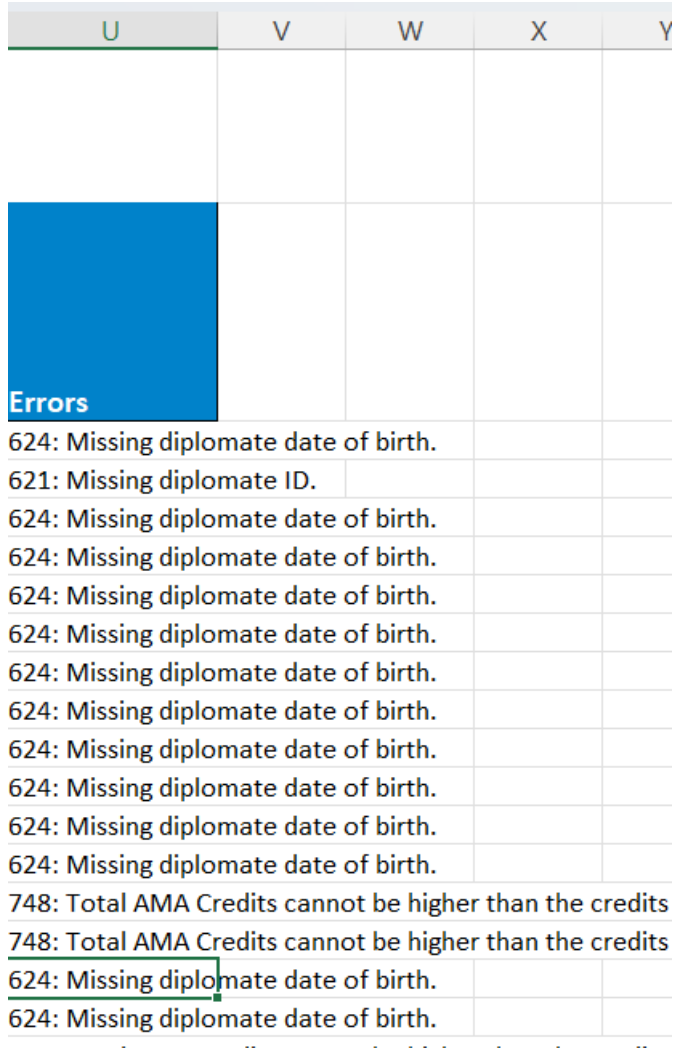
What if Not All Learners are Uploaded?

View Error Messages in the downloaded “Rejection” Spreadsheet

Check information for accuracy and completion.

Upload the file with corrections.

Error Messages in Column U can indicate what needs to be corrected



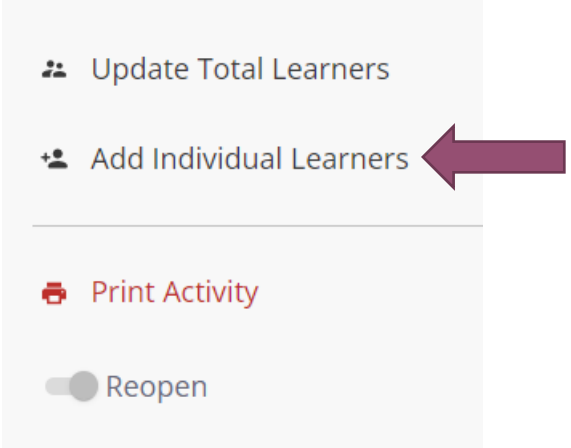
U	V	W	X	Y
Errors				
624: Missing diplomate date of birth.				
621: Missing diplomate ID.				
624: Missing diplomate date of birth.				
624: Missing diplomate date of birth.				
624: Missing diplomate date of birth.				
624: Missing diplomate date of birth.				
624: Missing diplomate date of birth.				
624: Missing diplomate date of birth.				
624: Missing diplomate date of birth.				
624: Missing diplomate date of birth.				
624: Missing diplomate date of birth.				
624: Missing diplomate date of birth.				
748: Total AMA Credits cannot be higher than the credits				
748: Total AMA Credits cannot be higher than the credits				
624: Missing diplomate date of birth.				
624: Missing diplomate date of birth.				

What if Not All Learners are Uploaded?

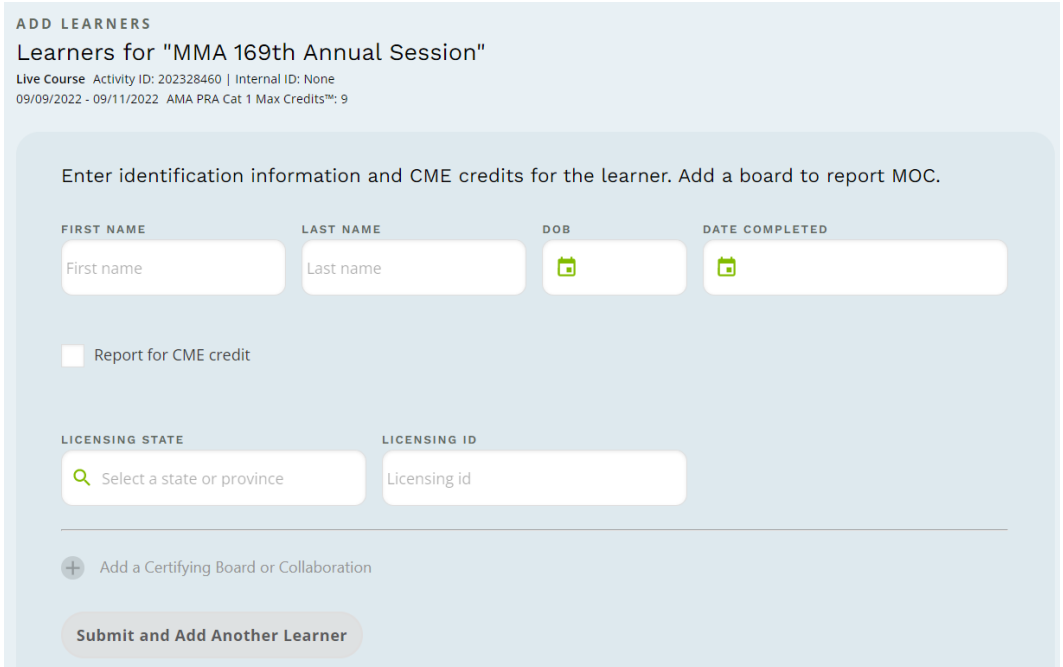
If there are still issues, you can make further corrections, or try to report learners on an individual basis.

Not all information is required to enter learners individually. The system can usually report for the learner based on their name and autofill the remaining information.

Click into the desired activity

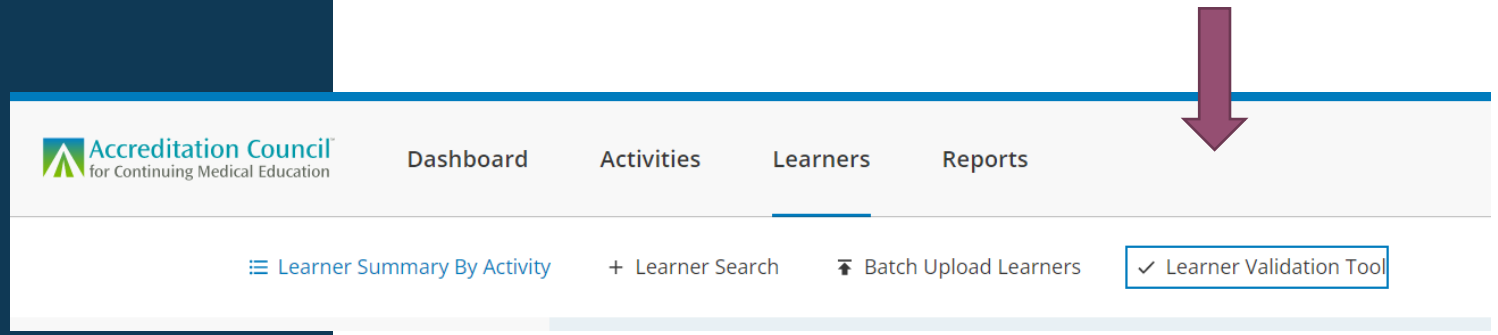


Enter learner information

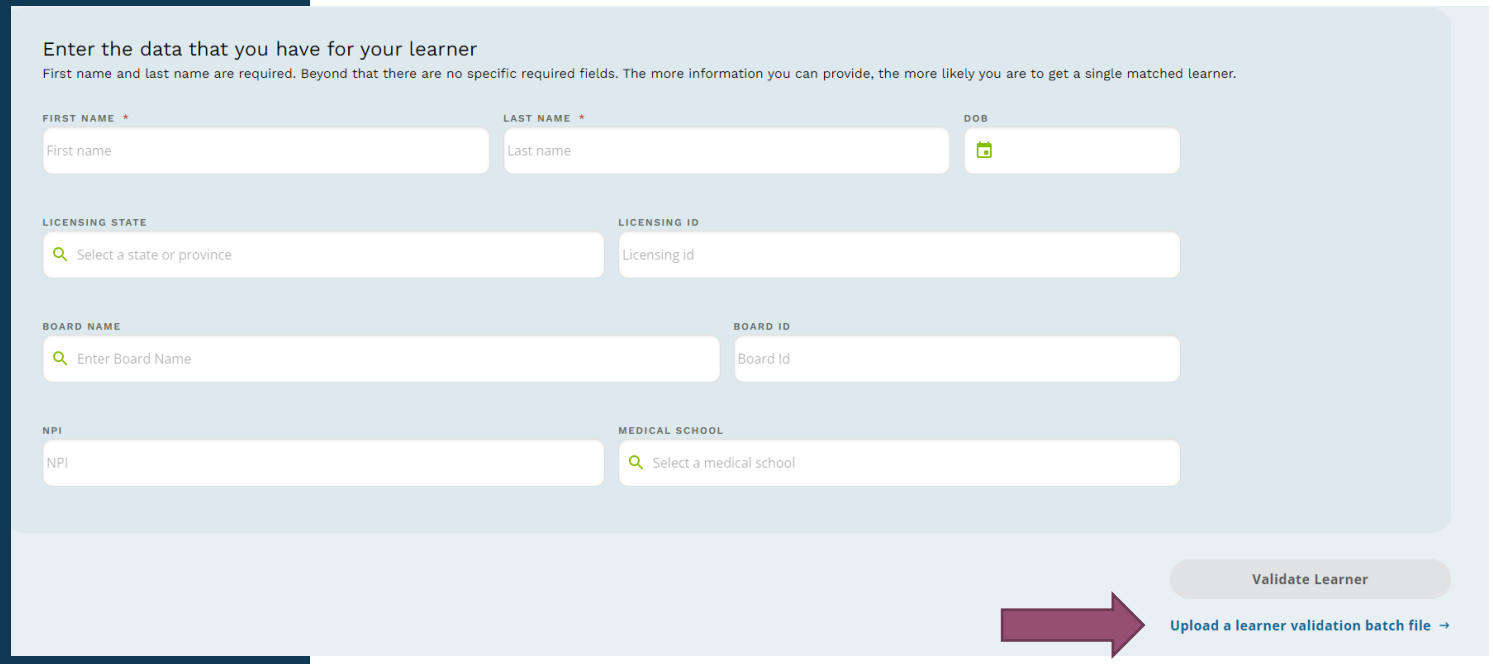


Pre-Validating Learners

If you want to know whether a particular learner is in the system, you can use the Learner Validation Tool



You will enter information about a learner

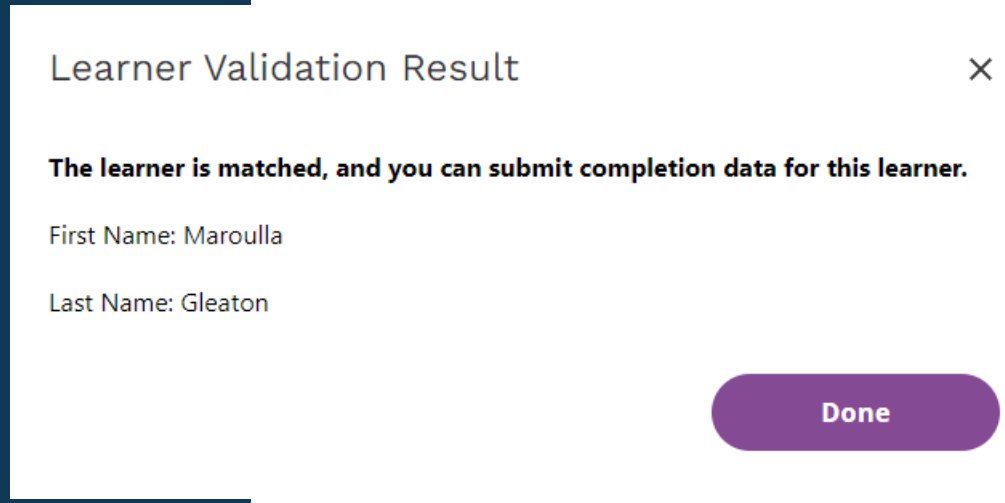


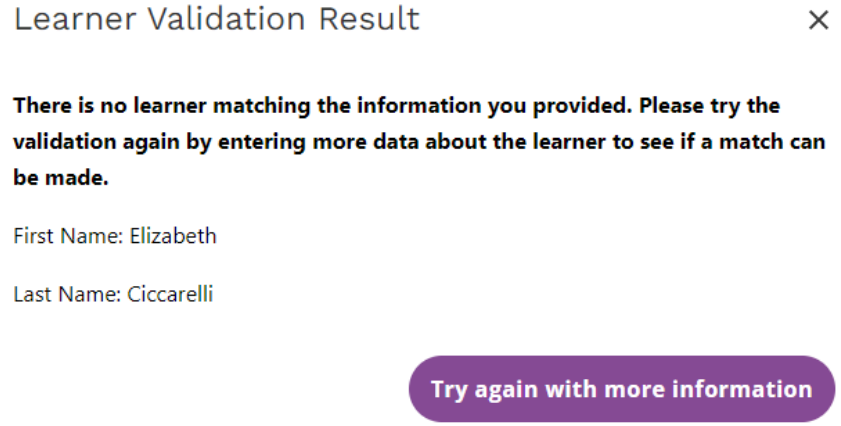
Or batch upload a list of learners

Pre-Validating Learners

If you want to know whether a particular learner is in the system, you can use the Learner Validation Tool

And the system will tell you if there is a match or not





Learner Reporting through Other Systems

This Photo by Unknown Author is licensed under CC BY

Your Learner Management System may be able to communicate directly with PARS.

The ACCME can help with this.

Contact info@accme.org

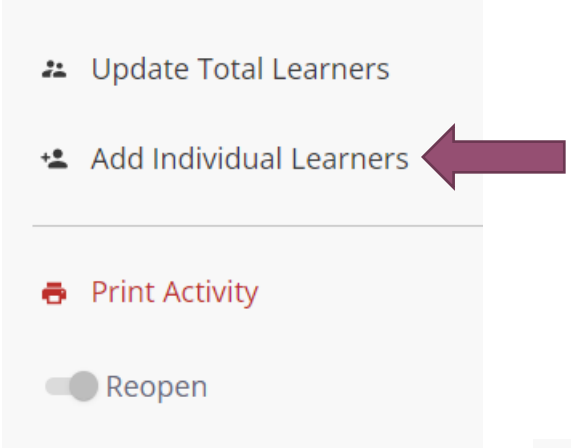
If communication is possible, then learner data only has to be entered once and the data can be accessed by physicians in CME Passport.

Viewing Learners' Credits

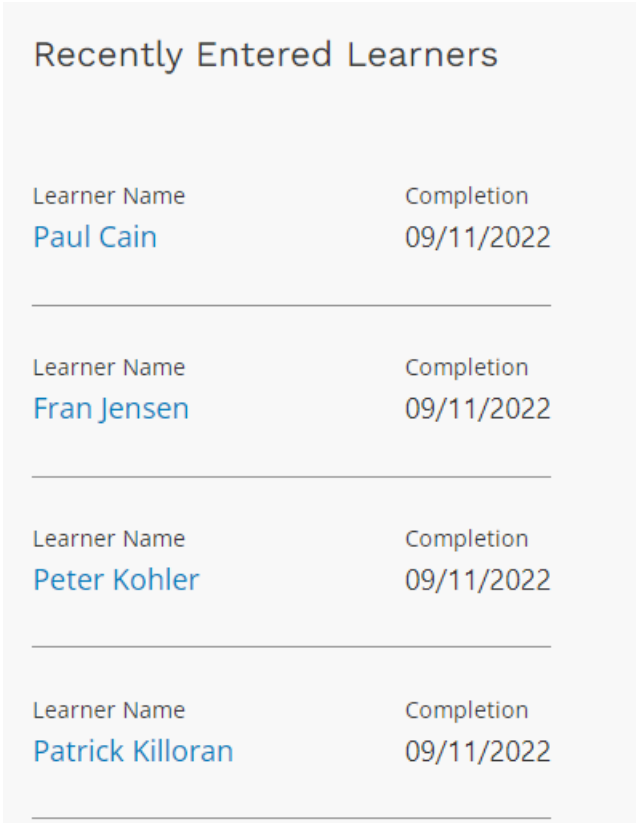
You can view a list of learners you recently added either via batch upload or individually through "Add Individual Learners"

The list will be low on the righthand bar

Click into the desired activity



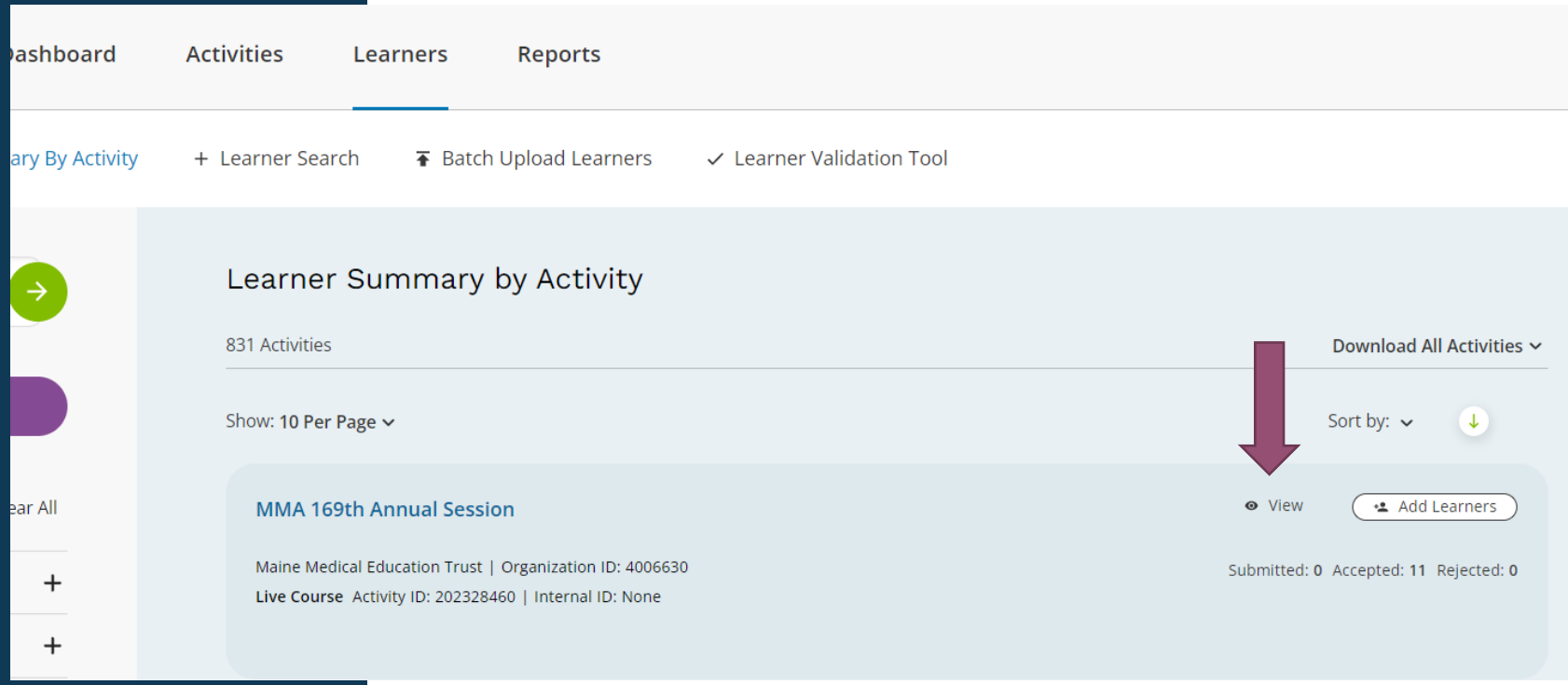
View Recently Added Learners



Viewing Learners' Credits

You can also view a list of learners under the Learners Tab and Learner Summary by Activity

Click "View"



Viewing Learners' Credits

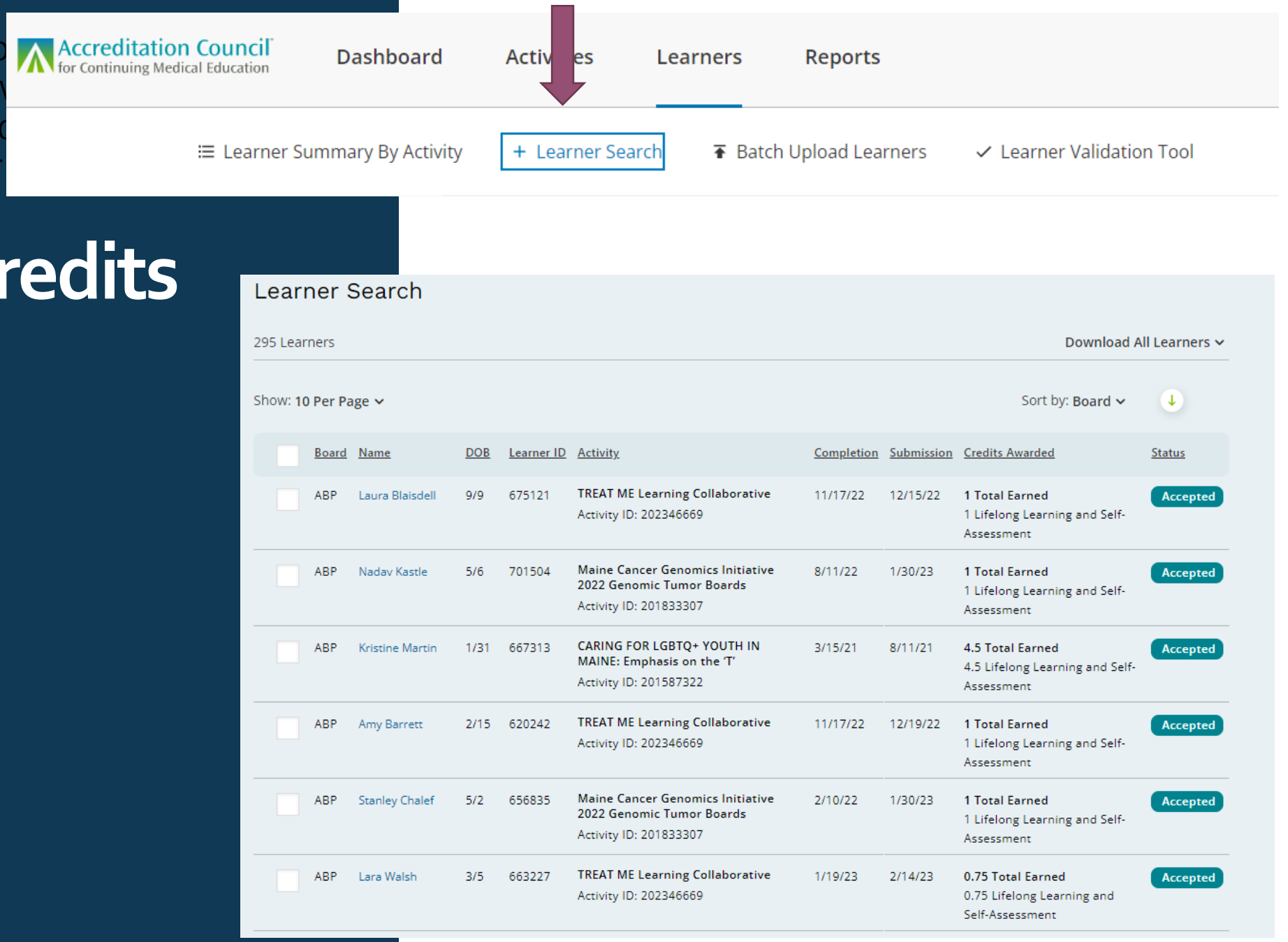
You can also view a list of learners under the Learners Tab

From here, you can also download a list of learners and the CME they earned for the activity

Board	Name	DOB	Learner ID	Completion	Submission	Credits Awarded	Status
ME-M	Jeffrey Barkin	5/20	MD14724	9/11/22	9/27/22	9 AMA PRA Category 1 Credit™	Accepted
ME-M	Jonathan Meserve	7/29	MD20996	9/11/22	9/27/22	9 AMA PRA Category 1 Credit™	Accepted
ME-M	Garrett Martin	1/11	MD10448	9/11/22	9/27/22	9 AMA PRA Category 1 Credit™	Accepted
ME-M	Fran Jensen	9/27	MD24304	9/11/22	9/27/22	8 AMA PRA Category 1 Credit™	Accepted
ME-M	Paul Cain	6/28	MD12332	9/11/22	12/13/22	4 AMA PRA Category 1 Credit™	Accepted
ME-M	Patrick Killoran	12/15	MD21220	9/11/22	9/27/22	4 AMA PRA Category 1 Credit™	Accepted
ME-M	Peter Kohler	9/19	MD13307	9/11/22	9/27/22	9 AMA PRA Category 1 Credit™	Accepted

Viewing Learners' Credits

You can also find a learner and download their transcript from the Learner Search Tab



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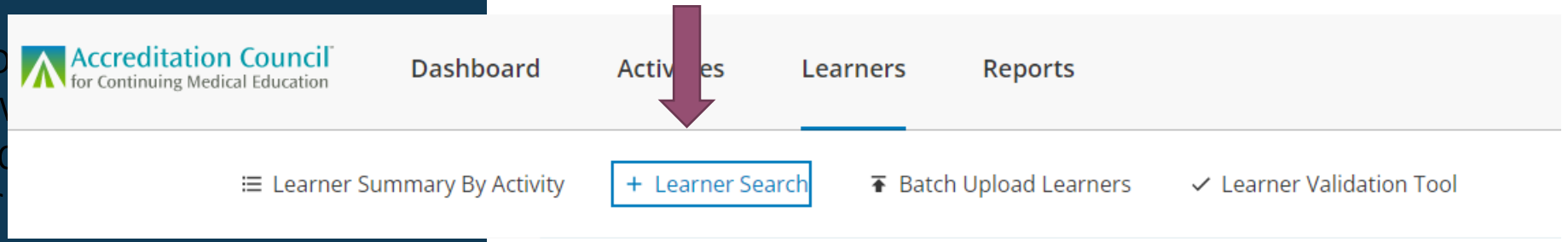
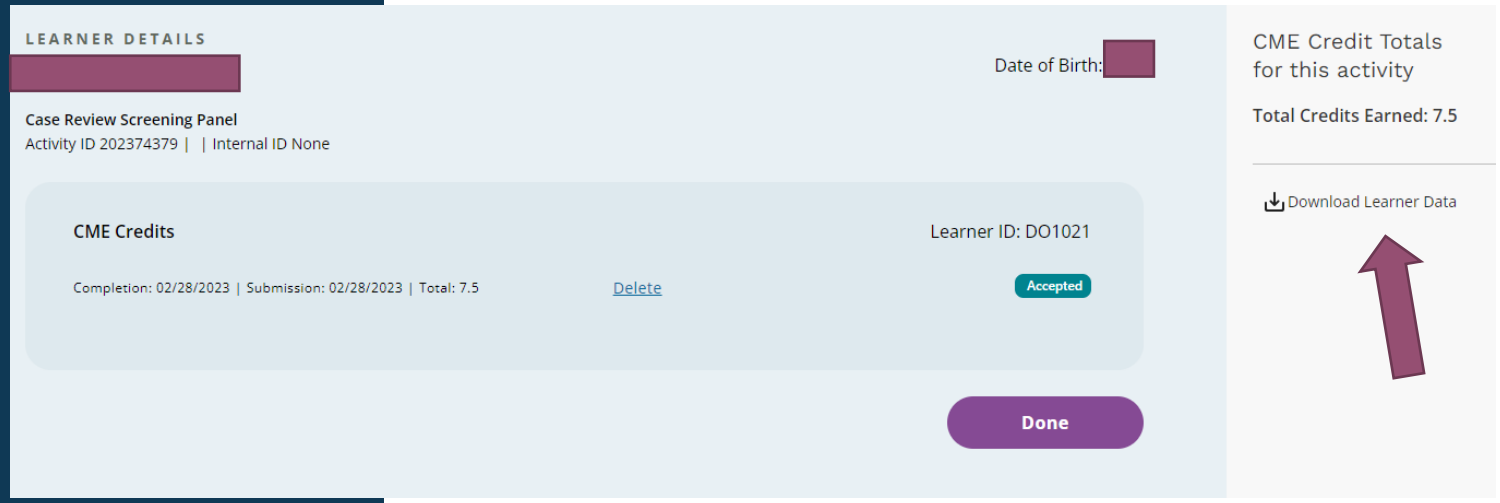


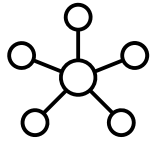


Summary

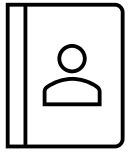
Consider making the following changes:

Update the evaluation to collect additional information and/or create a prepared spreadsheet for your “usual” physicians

Report learner credits in PARS



Select to include activities on CME Passport



Encourage physicians to create a CME Passport account

Accreditation Council for Continuing Medical Education

learn well

Reminder: Participate in ACCME's Call for Comment on Digital Data Management in CME

The ACCME has been working to simplify the management of CME credits and seeks comments from accredited providers on the best next steps to support that evolution and maximize participation from all providers in the digital ecosystem. If you choose to respond, your comments will be summarized and used to inform future discussions on data management in CME and strategic planning.

Creating a hub of centralized CME credit data creates a streamlined and transparent system to ensure accurate, reliable, and seamless data flows that reduce the burden on the physician and the licensing boards while augmenting the value of accredited CME. For accredited providers, the arrival of digitized CME credits creates new efficiencies: certificates of attendance need not be issued, and since data is recorded centrally, physicians do not need to return to the provider to obtain missing transcripts. Accredited providers can also choose to have their activities listed and readily found by learners in the search engine on CME Passport.

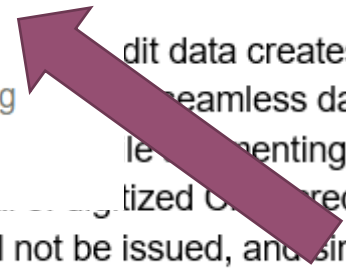
Please submit your response **by Friday, April 7**. More information is available here.

Submit Your Comment

Accreditation Council for Continuing Medical Education
learn well

Reminder: Participate in ACCME's Call for Comment on Digital Data Management in CME

- What changes, if any, should be made to ensure reporting learner credit data is as easy and efficient as possible for accredited providers?
- How can ACCME best support accredited providers to ensure physicians have a complete record of their credit data available?
- What lead time should be provided if ACCME *required* all CME credit be reported into the system for all activities?
- How should ACCME approach content taxonomy and tagging when reporting activities while minimizing burden on the accredited provider?



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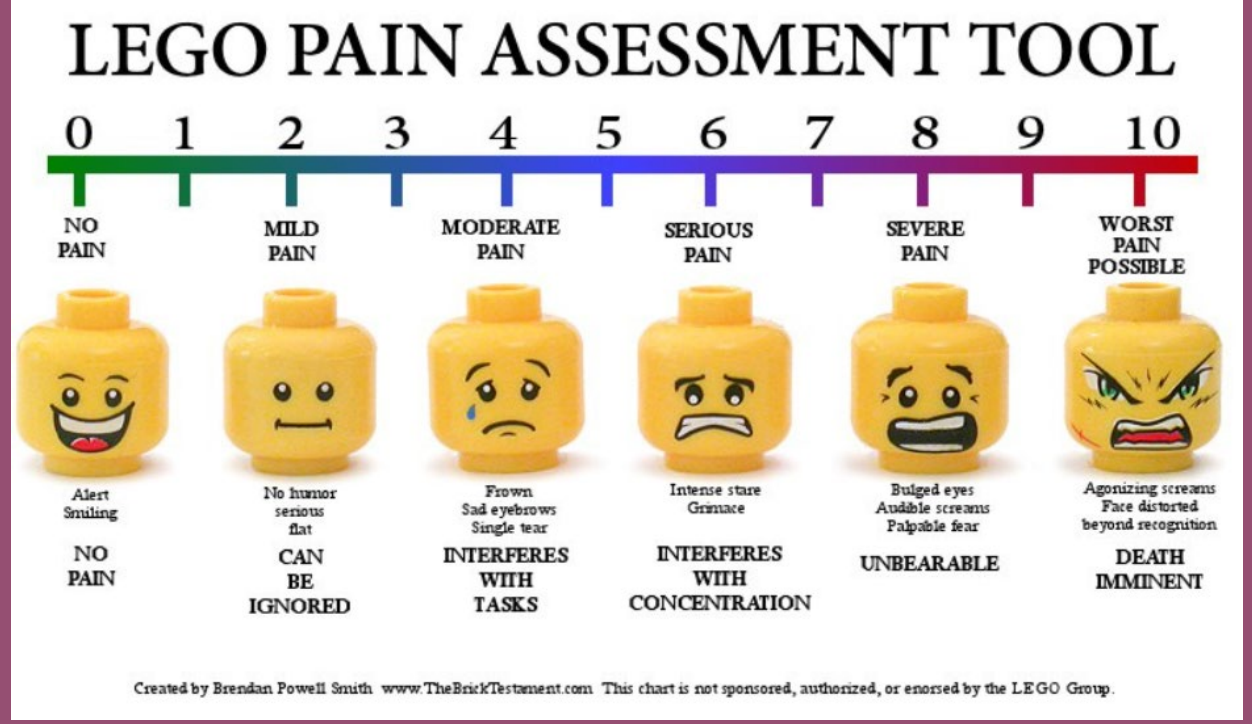


On the Scale of Lego Pain, If you were to implement learner reporting, how painful do you think the changes discussed today would be for you and your organization?

Mark your number on the whiteboard.

Exit Ticket

What do you see as the greatest benefits to Learner Reporting?

What do you see as the major obstacles to implementing these changes?

What additional support do you think you might need to make these changes?

Enter Your Responses in the Whiteboard.

Questions?

Elizabeth Ciccarelli at eciccarelli@mainemed.com

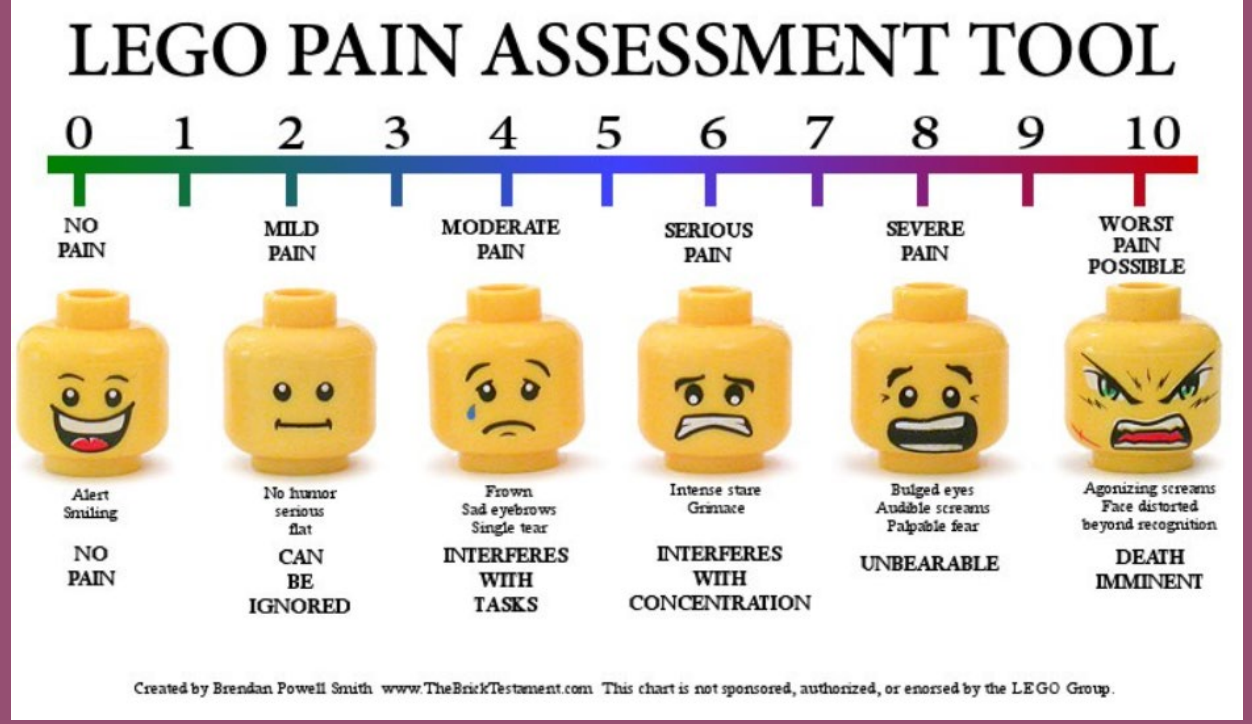
Upcoming Sessions

Office Hours
Mondays from 9-10am

Invited To:
Managing Ancillary Activities
Thursday, April 6th
10am via Zoom

Reminder
Complete Year-End
Reporting by March 31st

Next Session
Disclosing Relevant Financial Relationships to Learners
Thursday, April 27th
9am via Zoom



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