Earning, Redeeming and Merging CME/CE/CPD Credit

A Step-by-Step Guide for Clinicians Accessing UpToDate® through MEDITECH

GET STARTED EARNING CME/CE/CPD CREDIT — REGISTER WITH UPTODATE TODAY!

UpToDate is an ACCME-accredited provider, and earning and redeeming CME/CE/CPD credit is a simple process. We do not require tests, fees or the use of a third-party provider.

- You may earn CME/CE/CPD credit every time you research a clinical question using UpToDate®.
- Credits are organized by month and can be redeemed for up to two years.
- You can redeem your credits at your convenience – 24 hours a day, 7 days a week.
- You can also view and print previous CME/CE/ CPD submissions at any time, provided you're your UpToDate access is active either through your institution or through an individual subscription.

STEP 1:

Access UpToDate from MEDITECH or remotely from CHE Instant Virtual Extranet.

You must access UpToDate from the Mercy Health System network to earn credits.

STEP 2:

Register with UpToDate.

In order to redeem the CME/CE/CPD credit you've earned, **you must register** with UpToDate. This allows UpToDate to recognize you as an individual user within your organization so that CME/CE/CPD credit can be allocated to your account. It's best to register the first time you see the "Log in or Register" page.

The first time you access UpToDate from MEDITECH or remotely, you will see the "Log in or Register" page shown below. You can (1) log in with an existing UpToDate user name and password, (2) register as a new user and create your own user name and password, or (3) bypass this page and proceed directly to your search by clicking "Skip this for now".

To register, complete all fields and click "Submit Registration". Once you register, you will not have to register again.

If you prefer not to register on your first visit, you may register later by going to the My Account tab and clicking on **Click here to register**. Remember: You will not be able to redeem your credits until you have registered with UpToDate.

> Once you've registered, you will receive an email that includes your user name and password. **Important:** You will not need to use this user name and password to access UpToDate; you will use them only to redeem your CME/CE/CPD credit or to access the "My Account" section of UpToDate. In addition, your UpToDate user name and password will enable you to log in from any institution that subscribes to UpToDate and earn CME.

STEP 3:

Redeem your CME/CE/CPD credit.

You may redeem as many or as few credits as you like, and credits may be processed online for up to two years.

a. Click the CME tab to view the credits you've earned. You may then click **View/Change My Settings** in the navigation menu at left to change your default setting to the appropriate credit type.

b. Click the appropriate boxes in the Submit column for each month you want to submit.

AMA PRA Category 1 Credit™
(AAFP Prescribed credit, AAP credit, AAPA equivalent credit, ACEP credit,
ACOG cognate credit, AOA Category 2-B credit, RCPSC, SMC)

Month	Potential Credits	Completed Credits	Submit ☑
August 2012	3.000	3.000	☑
July 2012	1.000	0.000	☐
May 2012	0.500	0.000	☐
April 2012	1.000	1.000	☑
March 2012	0.500	0.000	☐
January 2012	1.000	1.000	☑
November 2011	2.000	2.000	☑
March 2011	0.000	0.000	
February 2011	4.000	4.000	
January 2011	0.500	0.000	
Total Credits Selected:	**25.000**	**15.000**	

Indicate the number of credits you would like to receive : 15.0

Each physician should claim only those credits he/she actually spent on educational activity

c. Indicate how you used the information in practice and click Save.

d. Print your certificate and submit it to the appropriate licensing organization or you can attach it as a PDF and email it.

UpToDate®

UpToDate® certifies that

Fred Smith

has participated in the internet point-of-care activity titled

UpToDate

from Dec 14, 2011 to Jan 20, 2012

and is awarded

25.0 AMA PRA *Category 1 Credits*™

Denise Basow

Denise S. Basow, MD
Editor-in-Chief

See reverse for accreditation statements.

Once you've processed your CME/CE/CPD credit, your certificate is automatically stored within your submission history. Certificates may be downloaded and reprinted at any time, provided that your UpToDate access is still active.

Questions:
If you have any questions, contact

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