

UpToDate[®] Earning and redeeming CME/CE/CPD credit

A STEP-BY-STEP GUIDE

www.uptodate.com www.wolterskluwer.com

UPTODATE MAKES IT EASY TO EARN AND REDEEM CME/CE/CPD CREDIT

UpToDate is accredited and recognized by colleges, associations, and authorities from around the world, and is a globally accepted information resource and learning tool.

- Clinicians can use the time they already spend researching clinical questions with UpToDate toward continuing professional development requirements — including those researched on a mobile device.
- No test, fees or use of third party provider required.
- 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.
- View and print previous CME/CE/CPD submissions as needed.

Note: To see if you can use UpToDate to fulfill CME requirements in your country or specialty, please visit www.uptodate.com/cme for the most current list of CME requirements.

UpToDate automatically records your usage and lets you easily review and manage the credits earned.

Log in to UpToDate. Click the CME link to manage your CME/CE/CPD credits:

CME

				Welcome, John Smith My Account CHE 18.5 Log On			
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	My Account - CME/CE/CPD - Process My Ch	- Al Taplas Contents Patient lide What's New CMEE 10.					
	Contact Information Subscription	Process CME Credit	for John Smith	1			
CE/CPD Process My CME/CE/CPD fiew My Past Submissions fiew/Change My Settings		 Select a month to submit below. You will see a log of activity for t to complete the Three-Step Learning 		w you used the information in	practice. Why do I need		
		 Once you verify your log, credits will be displayed as completed and ready for sub-initiation. Credits or catacity hours may be unshared for up to too yours from the time they were accrued. Credits net indexende within two years will expire. Completency Prace. 					
		0	ccreditation Statements	AMA PRA Calegory 1 Credit ¹ AAPP Prescribed credit, AAP cervita, AAPA equivalent credit, ACEG credit, ACEG cognate credit, AAA Calegory 3 d credit, Aastis (DPF), adapting (NRCA), Canada (RCPSC), Europe (UEBS), from Skrag (RKCP), Initiand (Protessinal Competence), Italy (Apa.nas), Singapone (SRC), South Anter (IPPCA), Turking (MRCA), URA; Abb Calegoria (IAAD))			
1	ME/CE/CPD FAQs						
		Month	Potential Credits	Completed Credits	Submit		
		March 2016	10.500	0.900			
		Total Credits Belected:	10.500	0.500	0.5		

- Redeem CME/CE/CPD Credits or contact hours may be processed online for up to two years from the time they were accrued. Credits not redeemed within two years will expire.
- View Past Submissions Clinicians can view/print past CME/CE submissions and certificates as needed.
- View/Change My Settings UpToDate fulfills a variety of continuing education requirements for clinicians around the world. Simply select credit/country preference to fulfill your local requirements.
- Accreditation Statements Our website always provides a current list of accrediting organizations. Visit www.uptodate.com/cme.
- CME/CE/CPD FAQs get answers to your questions regarding managing your CME.

Earning and Redeeming your CME/CE/CPD credits

EARNING CME/CE/CPD CREDITS

In order to earn CME/CE/CPD credits, **you must be a registered user of UpToDate Anywhere with a unique user name and password**. 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.

If you are not sure if you are registered, please check with your hospital administrator on how to register and log in.

Once registered, log in with your UpToDate user name and password each time you use UpToDate to accrue CME/CE/CPD credit when researching clinical questions.

Clinicians can use the time they spend with UpToDate to fulfill continuing professional development requirements including MOC Part II of several ABMS Member Boards.

REDEEMING CME/CE/CPD CREDITS

Each credit/country has opted to recognize one of two tracking methods. UpToDate offers both of these methods. Visit www.uptodate.com/cme for a current list of accrediting organizations.

Point-of-care learning — tracks research question, topics reviewed, and user documentation of how information was applied in practice.

Time-based tracking system — tracks length of time user spends reading a topic (up to 10 mins per topic per session).

Credits are associated with your account and stay with you if you change organizations. Simply log in with your existing credentials in the new organization to retain your current CME/CE/CPD credits. Redeem credits for point-of-care learning method:Log in to UpToDate. Click the CME link.

Notice that within each month listed there is a column for Potential Credits and a column for Completed Credits.

The first step is to move the credits you want to submit from the Potential Credits column to the Completed Credits column.

• Click the month that contains the credits you want to complete:

AAFP Prescribed credit, AAP credit, AAPA equivalent credit, ACEP credit, ACCG cognate credit, AOA Category 2-B credit, Austria (DFP), Belgium (NIHDI), Canada (RCPSC), Europe (UEMS), Hong Kong (HKCP), Ireland (Professional Competence), Italy (Age.na.s), Singapore (SMC), South Africa (HPCSA), Turker (TMA), UAE-Abu Dhabi (HAAD))					
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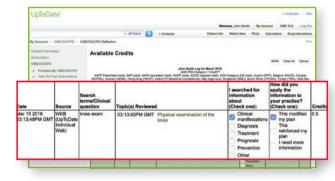
When you click on a specific month, you will be brought to a screen where you will provide the following information: the type of information you searched and the way you applied this information to your practice.

• Click the appropriate boxes that best describe your research in UpToDate.

			-		Welcome, John Smith	My Account CHE 18.5 Log C	w
			Topics	+ Centents	Patient Info What's New	PCUs Calculators Drug Interactio	20. C
My Account · CME/CE/CPD · C	ME/CE/CPO Reflects	en.					
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	Click BAFE when you are down. Search axis that are not complete are highlighted in grawn. You may return to this fag at any time to complete additional oxells.				searched for nformation about	How did you apply the information to your practice?	
Account Access Points			g at any time to c	ongele additional checks.	Check one):	(Check one):	Credit

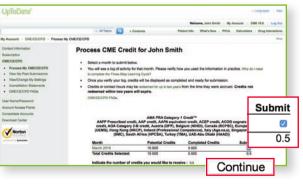
Note: If you are using the time based tracking method, the steps will be the same, except you will not be required to document how information was applied in practice.

- Notice when you complete your selection, the row turns from green to white and the number of credits changes from zero to .5 to indicate these credits are now available for submission.
 - Click the Save button at either the top or bottom of the screen.



After you click the Save button, you will be brought back to your Process CME page. Select the Completed Credits you would like to submit. Check the box in the Submit column.

• Click Continue at the bottom of the page.



You will be brought to the CME Evaluation page where you will be asked to provide answers to several evaluation questions.

- Answer the questions, click Submit.
- Review the verification page and, if all is correct, click Submit.



The CME Confirmation page allows you to View or Print your certificate.

> Print your certificate and submit it to the appropriate licensing organization or you

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UpToDate certi	ifies that
John Smit	h
has participated in the internet point	I-of-care activity Iffed
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can save and attach it as a PDF and email it.

Once you've processed your CME/CE/CPD credits, your certificate is automatically stored within your submission history. Certificates and associated activity logs may be downloaded and reprinted as needed.

To view previously submitted credits, look to the menu on the left and choose View My Past Submissions.





END-USER CUSTOMER SUPPORT

To reach end-user customer support for individual subscribers or users at an institution, please contact:

EMAIL

customerservice@uptodate.com

PHONE

1-800-998-6374 or +1-781-392-2000 Monday through Friday, 7 a.m. – 9 p.m. (Eastern Time)

