

# **Regularly Scheduled Series (RSS) Policies & Procedures**

**Continuing Medical Education**



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<https://uiowa.cloud-cme.com/>

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## Questions? Please contact:

Leann Hotchkiss or Rebekah Truhan at [rss-cme@healthcare.uiowa.edu](mailto:rss-cme@healthcare.uiowa.edu)

## Please refer to the RSS website for the most recent Policies & Procedures

1. While on the homepage of CloudCME, click “Back to CCOM CME” in the top right corner
2. Click the “RSS” tab towards the top
3. Find the Policies & Procedures in the gold rectangle
4. Please do not print, bookmark, or save the policies to your drive. It’s ok to save the RSS page as a bookmark and then you will be able to get the most recent version when you need them.

## Prior to Approval

### Joint Accreditation for Interprofessional Continuing Education

*In support of improving patient care, The University of Iowa Roy J. and Lucille A. Carver College of Medicine is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide continuing education for the healthcare team.*



As a Jointly Accredited provider, the University of Iowa Roy J. and Lucille A. Carver College of Medicine is accredited to provide Continuing Education for the following professions:

**Physicians** (AMA PRA Category 1 Credit™), **Nurses/Advance Practice Nurses** (ANCC Contact Hours), **Pharmacists/Pharmacy Technicians** (ACPE Credit), **Social Workers** (ASWB ACE Credit), **Athletic Trainers** (BOC CEU Credit), and **Dietitians** (CDR CPEU Credit).

## Annual Renewals

Current activities are approved through December 31, 2026.

We review & mitigate all disclosures of activity Course Directors and other planners at the time of the renewal process.

### [Renewal Process](#)

Activities will need to complete a full application every three years. In between, a renewal form will need to be completed.

### Group A

Dermatology	Ophthalmology	Radiology
Family Medicine	Pathology	Sports Medicine
Internal Medicine	Psychiatry	Urology

For calendar year:  
 2027 = Application  
 2026 & 2028 = Renewal Form



**Group B**

Anesthesia	Neurosurgery	Pediatrics
Heart & Vascular Center	Ob/Gyn	Student Health
Hospital Administration	Orthopedics	
Neurology	Otolaryngology	

For calendar year:  
 2028 = Application  
 2026 & 2027 = Renewal Form

**Group C**

Cardiothoracic Surgery	ICTS	Surgery
Emergency Medicine	Pharmacy	Tumor Boards

For calendar year:  
 2026 = Application  
 2027 & 2028 = Renewal Form

**Before Each Session**

**Commercial Support & Exhibits**

Planning and delivery of CE content must be completely free of commercial interests and commercial bias.

**Commercial Support** is a financial contribution given by an ineligible company, which is used to pay all or part of the costs of a CME activity, such as an unrestricted educational grant.

- If you are going to receive commercial support, please contact Teri Thomann in the CME office at 319/353-3023 or [teresa-thomann@uiowa.edu](mailto:teresa-thomann@uiowa.edu) two weeks prior to the session.
- Please keep track of the income you receive to report at the end of the year.

**Exhibitor income.**

- All exhibitors of ineligible companies must be in a room or area separate from the education; the exhibits must not interfere or in any way compete with the learning experience prior to, during, or immediately after the activity.
- Representatives of the ineligible company may not engage in sales or marketing activities while in the space or place of the educational activity.
- Marketing and exhibits developed by or with influence from an ineligible company cannot occur in the educational space within 30 minutes before or after an accredited education activity.
- Please keep track of the income you receive to report this at the end of the year.
- For questions or assistance with advertising or exhibits please contact Teri Thomann in the CME office at 319/353-3023 or [teresa-thomann@uiowa.edu](mailto:teresa-thomann@uiowa.edu).

## RSS Dashboard

- To open the RSS Dashboard:
  - <https://uiowa.cloud-cme.com>
  - Click the “Sign In” box in the upper left
  - Log in with HawkID and password
  - In the black footer, click “Administration”
  - Along left side in blue, click “Activities” then “RSS Dashboard”
  - Adjust the date range, if needed
  - Change the status to “All,” if needed



Child Status	Details	Topic	QR	Faculty	Presentations & COI Status
APPROVED	<p>Series Name: Orthopedic Lecture Series</p> <p>Wednesday, July 26, 2023</p> <p>6:30 AM - 7:00 AM</p> <p>Location: Larson Conf Rm (01090 JPP)</p> <p>Department: Orthopedics</p> <p>Parent ID: 57275</p> <p>Child ID: 57336</p>	<p>Orthopedic Lecture Series - 8/2/2023</p> <p>Pathology Unknowns</p>	Single Scan QR	<p>Manage Faculty (1)</p> <p>Benjamin Miller, MD</p> <p>Disclosure submitted: 1/4/2023</p> <p>Disclosure: Nothing to disclose - 01/04/2023</p>	<p>Benjamin Miller, MD</p> <p>Upload Presentation</p>
APPROVED	<p>Series Name: Sarcoma Tumor Board</p>	<p>Sarcoma Tumor Board - 7/28/2023</p>	Single Scan QR	<p>Manage Faculty (3)</p>	<p>Mohammed Milhem, MD</p> <p>Upload Presentation</p>

- Adjustments to column layout are suggested
  - We do not use the QR codes, so please hide that column by right-clicking on the column header and deselecting that title of that column.
  - Move other columns around if you’d like by clicking the column header and dragging it to the desired location.
  - Save layout – see screen shot above.
- Prepare your sessions in CloudCME
  - Edit the session by clicking on the link in topic column
    - Required for lectures:
      - Add the title (or topic) of presentation to the name field. This will appear on attendee transcripts and flier
    - Optional:
      - Verify that the location is correct (use the drop down to change)
      - Edit the start & end date and time, if needed
      - Adjust objectives, if needed
      - Edit the specialties, if needed

- Edit the professions, if needed
- o Scroll to the bottom and click “Save & Close”

- Cancelled? click the red trash can below the title



- If you need to add a new session, either change the date of an unused session or email [rss-cme@healthcare.uiowa.edu](mailto:rss-cme@healthcare.uiowa.edu)
- Editing a date or time on a session
  - In the RSS Dashboard, click the link in the Topic column.
  - Change the date in 3 places. If you need to change the time, the clock icons are there as well.

- If you shorten or lengthen the time, please let Le know as she’ll have to edit the number of credits.
- Scroll down and click Save & Close.
- To get the code for texting, find the number next to “Child ID” in the far-left column.



Series Name: Orthopedic Lecture Series
Wednesday, July 26, 2023
6:30 AM - 7:00 AM
Location: Larson Conf Rm (01090 JPP)
Department: Orthopedics
Parent ID: 57275
Child ID: 57336

## Collect Disclosures

### Faculty

In the CME world, “Faculty” refers to the presenter. This could be a student, staff member, resident, etc. We may use this interchangeably with presenter or speaker.

**Every speaker** (including non-physicians) is required to disclose all financial relationships with an ineligible company within the prior 24 months. There is no minimum financial threshold; individuals must disclose all financial relationships, regardless of the amount, with ineligible companies. Individuals must disclose regardless of their view of the relevance of the relationship to the education.

### Deadline

**All requirements must be met by 3:00 pm five business days prior to the event.**

For example: a Friday session would need to have a presenter, title (if applicable), objectives and be mitigated by 3:00 pm the prior Friday. The exception would be if there’s a holiday on Monday, then it would need to be mitigated by 3:00 pm the prior Thursday (*five business days*).

### Who discloses?

- Lectures** – the presenter/faculty needs to disclose
- Journal Clubs** – the facilitator or presenter needs to disclose.
- Case Conferences** – moderators and/or supervising faculty will need to disclose.
- Tumor Boards** – moderators and/or supervising faculty will need to disclose.

### Collect disclosures for faculty:

- [Within UI Health Care](#)
- [Within UI, but not UI Health Care](#)
- [External to UI](#)

### Exceptions:

Accredited providers do not need to identify, mitigate, or disclose relevant financial relationships for any accredited education that is non-clinical, such as leadership or communication skills training.

***If your faculty are within UI Health Care . . .***

- Click “Manage Faculty” in the “Faculty” column.
- Enter the last name of your speaker (and part of the first name if needed), verify the email is correct, and then click “Add Faculty.” If you don’t see them listed:
  - Do you know that they text attendance regularly? If yes, contact Le.
  - Are they new? Ask them to log in with their HawkID & password, then complete their profile. Repeat this process once that is complete.

- Once they appear in the table below, just “x” out of screen.
- Review that the name/s have appeared correctly in the “Faculty” column. Their disclosures, if any, will be in the same cell.
  - If it lists “NO DISCLOSURE”
    - Please ask them to update their disclosures in [eCOI](#).
      - Once completed it will appear in the RSS Dashboard in 1-2 days
    - If you know they’ve disclosed already but it isn’t showing up:
      - Have they ever logged into CloudCME? If not, they’ll need to do that.
      - Double-check the profile selected – is the email correct? Do they have two accounts with different emails? (If yes – Let Le know)
      - Has their name ever changed while attending sessions here? Perhaps they have another account with their prior name. (If yes – let Le know)



***If your faculty are within UI (but not UI Health Care) . . .***

- Ask Le to see if she can find them in the eCOI site, where other UI employees would appear, and she can confirm their disclosure information.
- FYI – only UIHC or external presenters will appear in the RSS Dashboard

***If your faculty are NOT within UI . . .***

They disclose right in CloudCME

- Check if the presenter is already in the system.
  - Click “Manage Faculty” in the “Faculty” column.
  - Enter the last name of your speaker (and part of the first name if needed), verify the email is correct
  - If you find them, click on their name to add. Jump to [“Identify relevant financial relationships”](#) below
  - If the presenter is from the VA and are using a VA email address, see if they have an appointment with UI as well (<https://iam.uiowa.edu/whitepages/search>). If they do, ask them

to log into CloudCME with the HawkID and password and complete their profile. Then, if they've completed their disclosure within eCOI already, it will populate into the RSS Dashboard the following morning. Let us know if this is the case and we can merge their two profiles.

- If you don't see them listed, they'll need to be added to the system. Follow the next bullet.

☐ To add an external presenter to the system:

- Along the left side in blue, go to Membership – Add Member.
- Complete the basic info – everything with a \* - this includes their first name, last name, degree, profession, and email address.
- For their password, please use their email address OR **REMEMBER WHAT YOU GAVE THEM**
- Please check the box which states that you don't want an email sent to them (you'll do that later).
- Please be sure everything is **entered correctly** as you won't be able to edit it, including the email address.
- Scroll to the bottom and click Save.

**Professional Information**

Salutation: -- Select --  
 First Name \*  
 M.I.  
 Last Name \*  
 Suffix: -- Select --  
 Degree \*  
 Profession \*  
 Professional Title  
 Preferred First Name  
 Spouses Name  
 Induction Date  
 Birth Month & Day  
 Last T

**Credentials**

ABIM Diplomate ID  
 ABP Diplomate ID  
 ABPath Diplomate ID  
 ABS Diplomate ID  
 NABP ePID

**State License(s)**

Select State License Type: + -- Select --  
 License Number  
 Expire Date

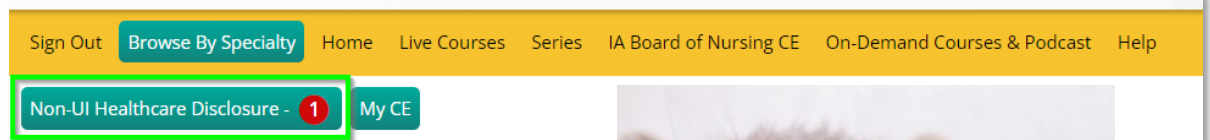
**Login Information**

Email \*  
 Confirm Email \*  
 Password \*  
 Do Not Send New Member Email

☐ Email the presenter

- Please be sure the button is selected for “Do not send new member emails” (as seen above in green box). Close the pop-up window that appears once you've saved the new profile. Instead, you'll personally email the presenter.
- Please use the following text & image in your email
- *To complete your disclosure form:*
  - We recommend using Chrome, but any browser other than Internet Explorer should work.
  - Please visit <https://uiowa.cloud-cme.com/> and login with your email. The password is your email address **(OR WHATEVER YOU ASSIGNED THEM)**
  - If you have trouble with that, please select “Forgot Your Password.”

- You will be prompted to complete your profile, please complete the sections in red, scroll down and click “Submit.”
- Then, click the “Non-UI Healthcare Disclosure” button towards the top, which will take you to your disclosure form.
- Please complete, and when ready, click “Submit” to finalize.
- If there are any issues, you can also go directly to the disclosure form after logging in at <https://uiowa.cloud-cme.com/Form.aspx?FormID=3368>



- Go back to the session in the RSS Dashboard
  - Click “Manage Faculty” in the “Faculty” column.
  - This is essential to do asap, so that when the presenter logs into the system the disclosure form will be assigned.
  - Enter the last name of your speaker (and part of the first name if needed), verify the email is correct, and then click “Add Faculty.”
- Once they’ve completed their disclosure, it will automatically show up in the RSS Dashboard.



## Review & Mitigate Disclosures

### Eligible vs Ineligible Companies

- An ineligible company is one whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.
- Relationships with ineligible companies need to be mitigated. If they are with an eligible company, they do not need to be mitigated.
- For examples on these two types, please visit: <https://accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/eligibility>

### Identify relevant financial relationships:

Review the information disclosed to determine which relationships are relevant. Financial relationships are relevant if the educational content an individual can control is related to the business lines or products of the [ineligible company](#).

### Owners, Employees, Founders

If the presenter/faculty is an owner, employee, or founder of an ineligible company, they are not allowed to control educational content (be a presenter). There are however, three exceptions. If the below is applicable to your session, we can offer credit.

- When the content of the activity is not related to the business lines or products of their employer/company.

- When the content of the accredited activity is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.
- When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used. There is a special form that would need to be completed in this scenario.

Please email their slides to [rss-cme@healthcare.uiowa.edu](mailto:rss-cme@healthcare.uiowa.edu) at least one week in advance of the session.

**Mitigate relevant financial relationships:**

Take steps to prevent all those with relevant financial relationships from inserting commercial bias into content.

**For lectures & journal clubs:** If the presenter/faculty has a relevant relationship with an ineligible company, please choose from one of the following options:

1. Send them an email asking them to agree or disagree with the following. *“I attest that the clinical recommendations are evidence-based and free of commercial bias (e.g., peer-reviewed literature, adhering to evidence-based practice guidelines)”* [see attestation example](#) or,
2. Have someone from the planning committee, who does not have a disclosure themselves, complete a mitigation review form.
  - a. Internal presenter? Mitigation forms can be found on the [webapp](#).
    - i. Click the bottom link – as a coordinator
    - ii. Login with HawkID & password
    - iii. Click “Disclosure Review Report”
    - iv. “Select UI Employee”
    - v. Search by last name
    - vi. Complete the top portion
    - vii. Give to reviewer
  - b. External presenter? Mitigation forms can be found [online](#)

**Case Conferences & Tumor Boards:** Le should already have attestations from the moderators/facilitators who are prepopulated. These have been emailed to the current coordinator so that they can be uploaded to the RSS Dashboard. If there are changes, let Le know.

**Upload the completed mitigation to the RSS Dashboard.**

- Save attachments to your drive (only accepts .pdf, .txt or .docx)
- In RSS Dashboard, click on Topic link for that session
- Under Supporting Documentation, click the Select button and navigate to where you saved the .pdf or .docx. Select those to continue.
- Add more than one, if needed
- Scroll down and click “Save & Close”

- For the first few you may want to double-check that the uploads were saved and are visible within the session.

**RSS Activity Editor**

Instructions: This screen displays RSS child details and allows for modification. Change the title to reflect the topic of the session. If necessary, adjust hours and location. Specify objectives by clicking the + in the objectives grid. Select specialties, subspecialties, areas of interest, and professions as they apply. Upload any necessary supporting documentation. When finished, click Save & Close.

Name:

Location:  Date/Time:  to

Allow Texting Minutes Prior:  Allow Texting Minutes After:

**Objectives**

If this activity has multiple accrediting bodies, select a set of objectives to edit them.

Joint Accredited

- +
- +
- +
- +

**Supporting Documentation**

Instructions: If you need to upload supporting documents (.docx, .txt, .pdf), add them here. Note: This is not for uploading faculty powerpoint or presentations.

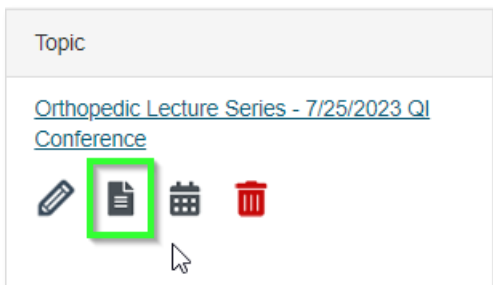
**Uploaded Files**

No files currently uploaded to this activity.

## Fliers

All activities must have fliers that are shared with potential attendees prior to the sessions. These may be shared in the body of an email, as an attachment, or in an Outlook Calendar invite. There are several required elements in the flier – as directed by our accrediting bodies. These may change at any time, and we’ll update the flyer template. Because of this, please download the flier for each session (unless you’re a case conference or tumor board).

When you’re in the RSS Dashboard, please click the paper icon under the topic title. You can download either a .pdf or a .docx. Feel free to add information prior to sharing, just keep everything already there.



If you find that anything needs to be changed on the flier, such as a planner, email [rss-cme@healthcare.uiowa.edu](mailto:rss-cme@healthcare.uiowa.edu)



## During Each Session

### Attendance

The ACCME requires that we report the number of **everyone** in attendance. Speakers are not eligible for credit from sessions at which they present, and they should be excluded from texting.

To text attendance individuals **must have a profile in the system**. We recommend allowing time during the **new hire orientation** to login with their HawkID & password and complete their profile.

[Shareable instructions](#) can be found towards the end of this booklet.

**Please Note:** All attendees should have set-up their profile by logging in with their HawkID & password. If an attendee is external to the University of Iowa, they cannot text their attendance to claim credit. They may still be allowed to attend at the Course Director's discretion.

## After the Session

### Manually Recording Attendance

If an attendee didn't record their attendance, they can text up to 12 hours after the session ends. Because of this, I would expect you wouldn't have to manually record very often. If it's been more than 12 hours, you can still [manually record](#) their attendance **up to five days** after the session.

For instructions on how to do this please click [this link](#).

### Evaluations & Certificates

Evaluations completed within CloudCME **are required** for us to continue offering credit for your activities. We will have annual evaluations for each of your programs, typically in the fall. We will let you know when they're ready to be completed by your attendees.

A few professions such as social workers & nurses, need to have a completion certificate for their accrediting bodies. In order for them to obtain this they need to complete an evaluation for each attended session. If your activity provides ANCC or ASWB credit, evaluations will also be available after every session.

*To complete an evaluation:*

- *Text your attendance*
- *Once the session is over visit <https://uiowa.cloud-cme.com/cme/EvalsAndCerts> using Chrome. Internet Explorer is not supported.*
- *Sign in with your HawkID and password*
- *Hover over "My CE" and select "Download Certificate" for the name of the program you are evaluating*

- Click "Yes" for completing the optional evaluation
- Your completion certificate will then be available for download

## Throughout the Year

### Financial Summary

- Please keep track of any income received that was associated with your program/s. This might include:
  - commercial support
  - exhibit/advertising income
  - government monetary grants
  - private monetary donations
- E-mail your totals to [RSS-CME@healthcare.uiowa.edu](mailto:RSS-CME@healthcare.uiowa.edu) at the end of the year, by 02/15.

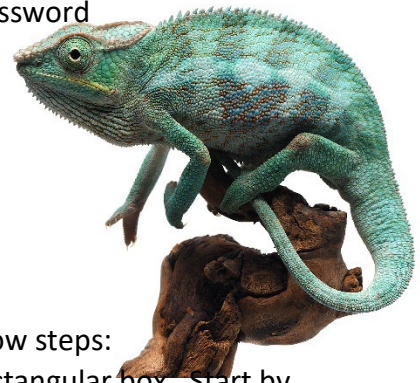
### Personnel Changes

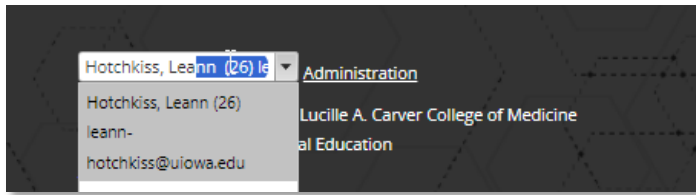
Please communicate any changes in who holds the position/s of Course Director, planner, or yourself 😊 immediately to [rss-cme@healthcare.uiowa.edu](mailto:rss-cme@healthcare.uiowa.edu)

### Transcripts

**Individual** transcripts can be run three different ways.

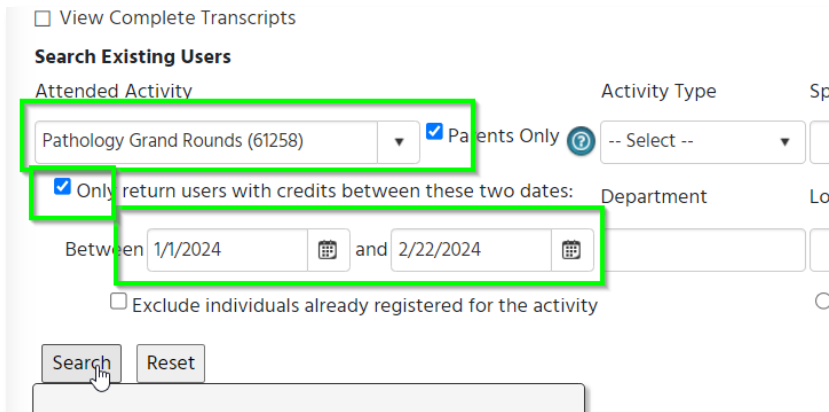
- By the employee via website:
  - Go to <https://uiowa.cloud-cme.com> and log in with your HawkID and password
  - Hover over "My CE" and click "Transcript"
  - Type in your desired date range
  - Download the transcript
- By the employee via mobile app:
  - Download the "CloudCME" app
  - The organization code is "uiowa" all in lower case.
  - Login with your HawkID and password
- You can also alias as someone to pull their transcript. Please follow the below steps:
  - In the black footer, next to the "Administration" link, there is a white rectangular box. Start by typing in the individual's last name
  - Select the person's name
  - Hover over "My CE" and click "Transcript"
  - Type in your desired date range
  - Click "Apply"
  - Download the transcript
  - To switch back to being yourself – select your name from the rectangular box in footer.



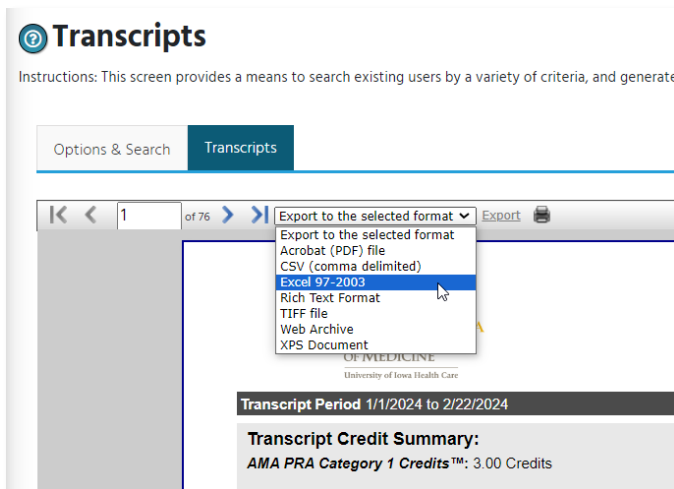


To get transcripts of **everyone whose attended**:

- Click “Administration” in the footer (as shown in the image above)
- Go to [Reports – Transcripts](#)
- Complete the fields as shown below, clicking “Search” when ready

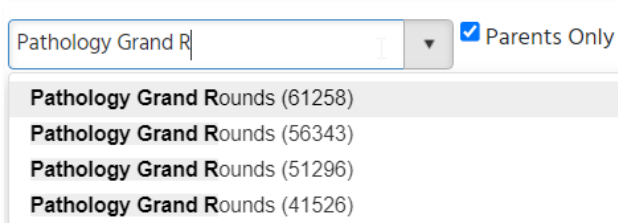


- It will take some time, but transcripts of everyone whose attended in whatever time period you ran will appear in the “Transcripts” tab.
- You can select what output you would like, such as excel, and then the information can be exported for your manipulation.



- Please Note:
  - Data will only pull from the time period of whatever activity you select.
  - For example, as of 2024, if you select the program listed on the top, it will be for the time period of calendar year 2024 (please see below).
  - A little pop-up window will appear with the start date of that year’s activity

- If you select the second from the top, it will be for Fall 2023.
- Third one down will be from July 1, 2022 – June 30, 2023, and first one down will be for calendar year 2022.

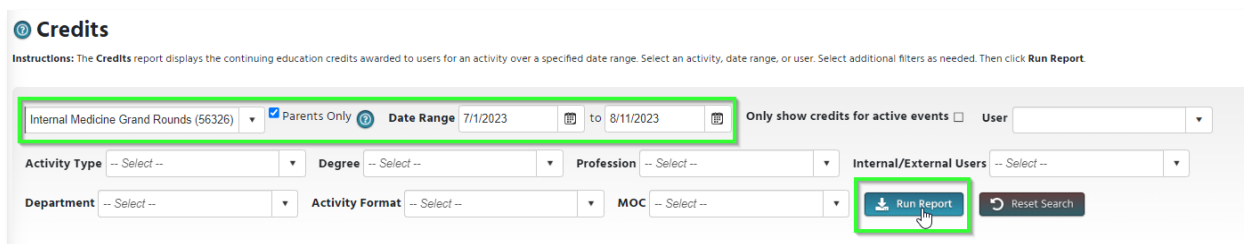



- So even if you enter July 2023 – December 2024 on the top program listing, it will not pull data from July 2023-December 2023.
  - There would be one program for July – Dec 2023, and then one for calendar year 2024.
- If questions, please let me know.

## Credit Report

If the planners would like to see who specifically has attended the activity in the prior six months – one year, etc. you can run a Credit Report.

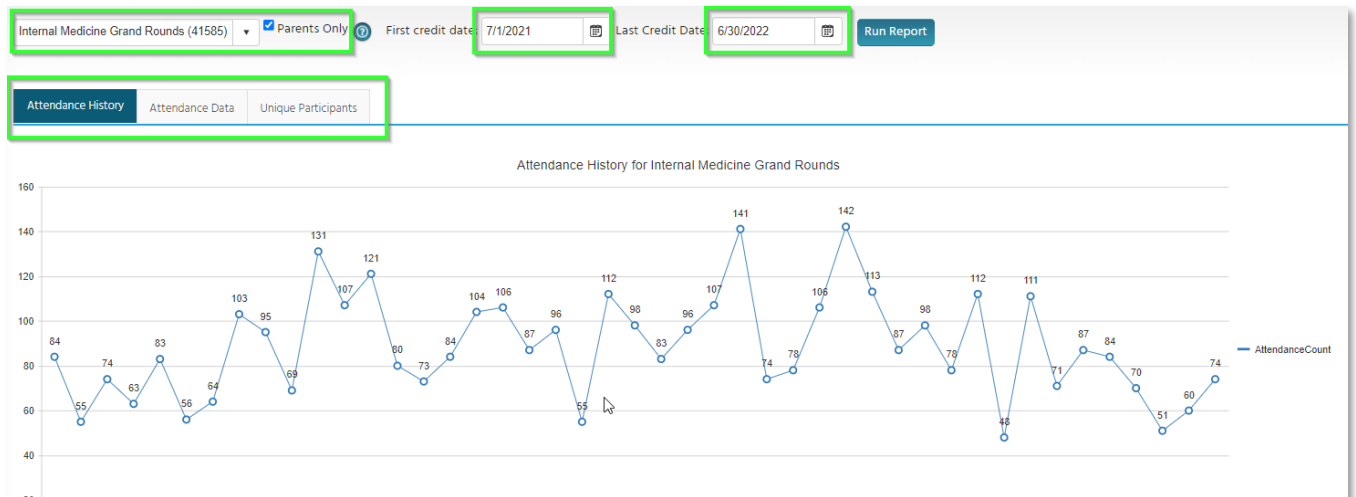
- Click [“Reports” then “Credits”](#)
- Want a report for just one session?
  - In the activity name field, type the name of your session and click it once found (may need to scroll down to get a particular date – let your mouse hover over the title and a little window will pop up with the date)
  - Depending on the date of the session, you may need to adjust the date range
- Want a report for the last six months, for example?
  - Adjust the date range
    - Please Note: in 2023 and prior, we ran on a fiscal year - 7/1/xx-6/30/xx. Data will be under program ID#s based on that date range. So, if you want the full calendar year, two reports would need to be run with different program ID#s. Beginning January 2024, we have run on a calendar year.
  - Click “Parents Only” (this is the umbrella program that all sessions sit in)
  - Type the name of the program
- Click on the program name that you’re looking for (hover over the program name to see date)
- Click “Run Report”
- Click “Export XLS”



## RSS Attendance History Report

If the planners (including Course Director/s) would like to see which sessions have been attended more than others, or to easily see trends in numbers of attendees, you can run an RSS Attendance History report.

- Click “Reports” then “RSS Attendance History”
- Be sure that “Parents Only” is checked.
- Start typing your program name in the white box.
- Adjust your date range.
  - Please Note: in 2023 and prior, we ran on a fiscal year - 7/1/xx-6/30/xx. Data will be under program ID#s based on that date range. So, if you want the full calendar year, two reports would need to be run with different program ID#s. Beginning January 2024, we will run on a calendar year.
- Click “Run Report” to see your line graph
- There will be three tabs to review: Attendance History, Attendance Data, and Unique Participants.



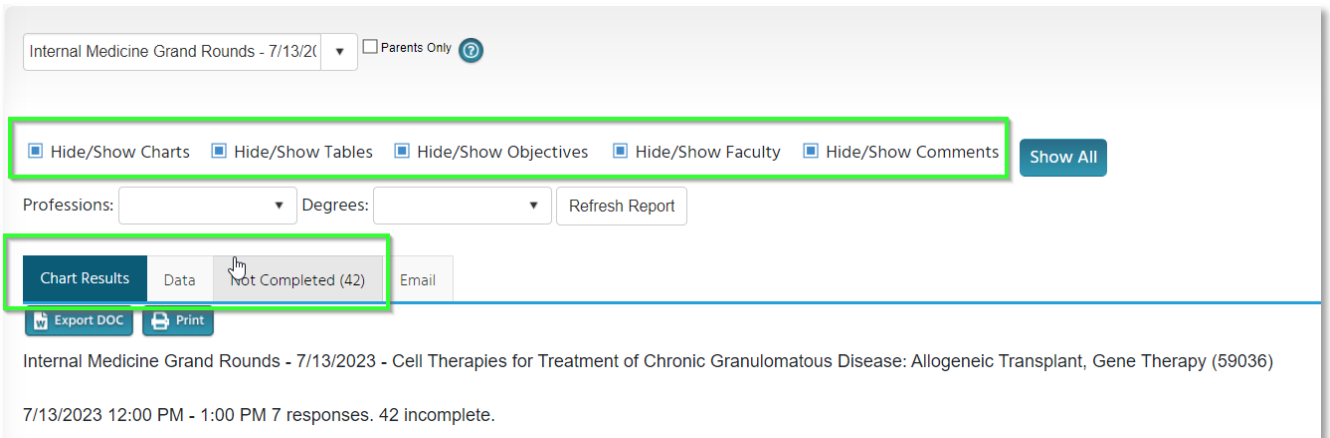
## Evaluation Reports

You have access to run [evaluation reports](#) to review the submitted feedback. The evaluation report provides a visual display of user responses to specific activity evaluations.

If your activity provides credit for nursing, pharmacists, social workers, etc., you’ll have evaluations assigned to every session. If you don’t offer interprofessional credit, then your program will have annual evaluations. Please let us know if you have questions or want to confirm for your program.

- [Go to Reports - Evaluations](#)
- Enter in the title in the search box (as it appears in the RSS Dashboard) or the Child ID#
  - Each date/session will need to be entered separately
  - For annual evaluations, type in “annual”

- You can define the graphic display by showing or hiding the display types (charts, tables, objectives, faculty, comments and/or show all).
- The data will display on the Chart Results tab.
- The evaluation questions will display in the Questions column. You can deselect evaluation questions that you do not wish to see the data.
- Please share these with the Course Director/s.



## Division of Duties

Management of an RSS includes various tasks, some of which must be completed by the series Course Director and others of which can be completed or overseen by the coordinator.

Course Director	Coordinator
Educational planning – along with Planning Committee members – includes answering application and renewal questions	Maintain series documentation – mitigations – financial summary – complete online application and renewal form, based on information collected from Course Director
Announce & encourage completion of annual evaluations Review evaluation summaries & modify program, if needed	Announce & encourage completion of annual evaluations Run annual report summaries & share with Course Director/s
Select and oversee coordinator	Notify Le & Rebekah when there are changes to the program, planners, Course Director, or if you leave your position.
Resolve potential conflicts of interest, if mitigating with slides (before the educational activity)	Maintain accurate & timely records of sessions in CloudCME, meeting the deadline of 3 pm, 5 business days prior

## General Tips



For best performance and compatibility, we recommend using the latest version of Chrome. Internet Explorer is not supported.

To review your program/s information that is shared online re: your schedule, etc., click the search feature on the CloudCME homepage and type in your program name.

A requirement of RSS programs is that they meet at least quarterly.

Do you offer sessions on Zoom or Teams? Consider adding the texting code to your profile picture.

## Speaker Attestation Example

*please send an email using similar language as below*



Hi!

Yes, I agree.

Thanks!  
(name)

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**From:** Hotchkiss, Leann <[leann-hotchkiss@uiowa.edu](mailto:leann-hotchkiss@uiowa.edu)>

**Sent:** Thursday, July 31, 2025

**To:**

**Subject:** Need Attestation for Pediatric Grand Rounds

Hi Dr.,

You have been identified as a presenter for Pediatric Grand Rounds.

The system shows that you have financial disclosures.

Due to accreditation rules, we are required to mitigate relevant financial relationships.

Please, reply with **Agree** or **Disagree** to the following statement:

*I attest that clinical recommendations are evidenced-based and free of commercial bias (e.g., peer-reviewed literature, adhering to evidence-based practice guidelines).*

Please let me know if you have any questions.

Thanks,  
(your name)

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## Texting Attendance for CE Activities

### Step 1:

Please login with your HawkID & password at [uiowa.cloud-cme.com](http://uiowa.cloud-cme.com) Please complete your profile when prompted.

### Step 2:

Text your @uiowa.edu email address to [\(844\) 980-0525](tel:844-980-0525). You only need to do this once. SMS text only (not an iMessage).

### Step 3:

You should receive a message that your phone number was updated.  
*-If instead you receive a message that **user cannot be found**, please double-check for typos in your email address.*

### Step 4:

Text this session’s activity code to record your attendance. Do this 15 minutes prior, during, or up to 12 hours after the session ends.

### Step 5:

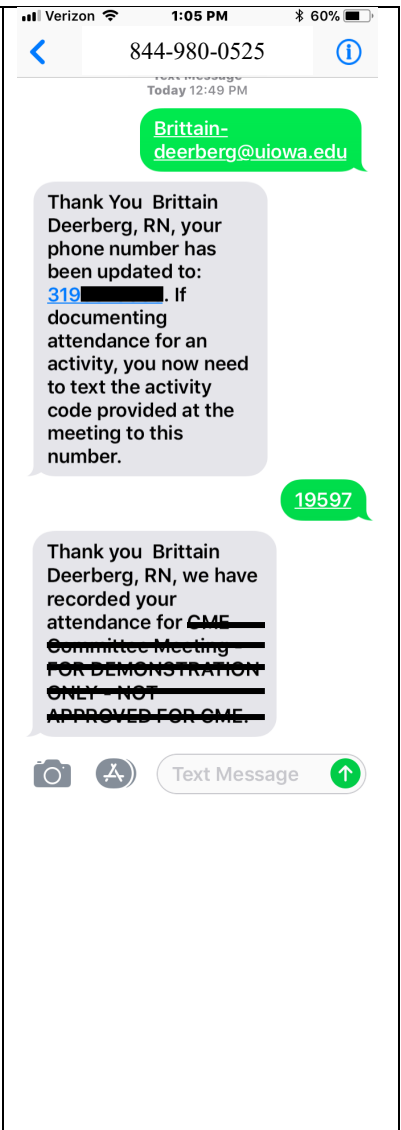
You’ll receive a confirmation that your attendance was recorded.

### Recommended:

Save this phone number as a contact as you’ll use it again.

### Questions?

Contact the RSS folks in the CME office at [rss-cme@healthcare.uiowa.edu](mailto:rss-cme@healthcare.uiowa.edu)



### Find more Regularly Scheduled Series’ in UIHC:

- Visit [uiowa.cloud-cme.com](http://uiowa.cloud-cme.com)
- Login with your HawkID & password
- Click “Series” towards the top in gold bar
- Alternatively, you can use the search features to find activities by specialty, profession, credit type, etc.

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## Accessing Record Attendance

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1. From the Main Menu, go to **Activities > Record Attendance**.

## Activity Controls

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1. Enter the session name or child ID # and select it from the drop-down list.
2. The progress bar displays current attendance status.

## Attendee Records

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1. Use the search filters and column sorting to locate attendees.
2. Select rows with checkboxes to update or review credit records.
3. View, email, or print transcripts for attendees.

## Attendee Status

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The status column displays each attendee's participation and credit status and can be filtered or sorted as needed.

## Adding a User

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1. Click **Add User**.
2. Search for an existing user.
3. Click one of the options:
  - o **Add User to Roster**
  - o **Add User & Record Attendance**
  - o **Add User & Award Credit**

## Saving Attendance & Credit

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1. Select user rows using checkboxes.
2. Click **Save Attendance** or **Save Credits** to update records.

## Removing Attendees or Credit

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1. Select user rows to be removed.
2. Click **Remove Credits** or **Remove Attendance & Credits**.

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