Methodist Healthcare

Continuing Education Tracker

Quick Reference Guide

Last Updated: 09/17/2018

"Serving Humanity to Honor God"

www.SAHealth.com

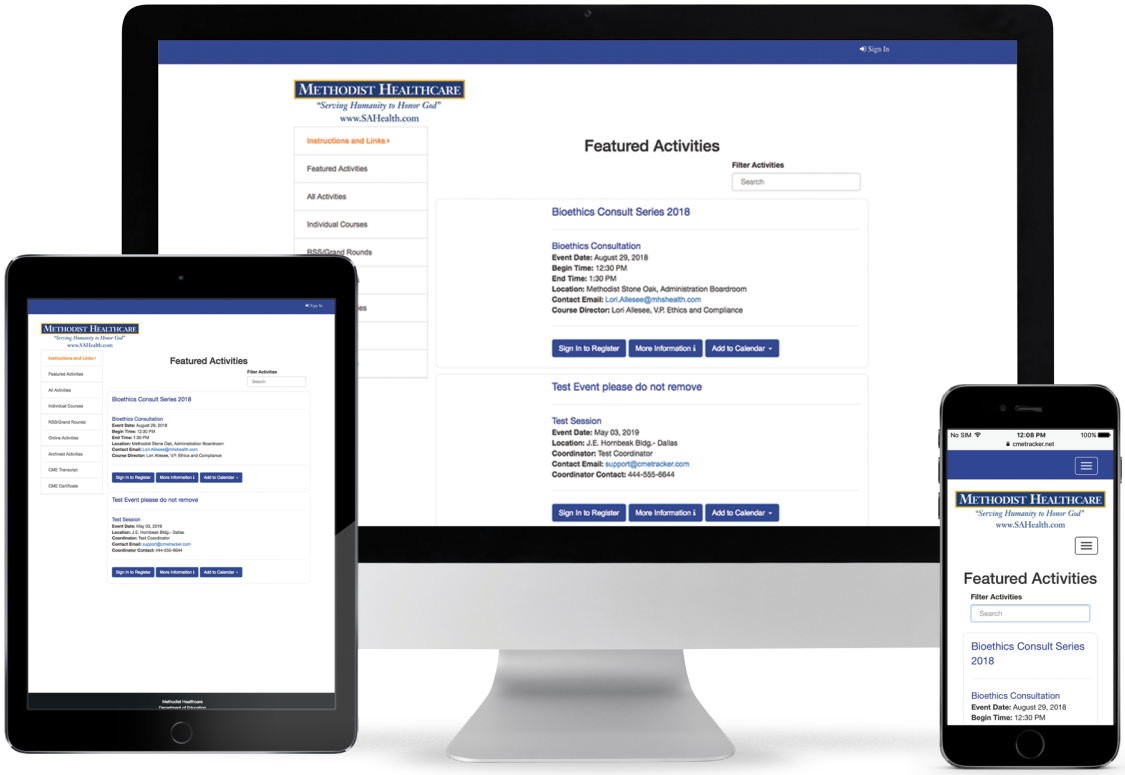
WEBSITE ACCESS

How to Login

To access the CME Tracker, please go to: ***https://cmetracker.net/MHSA***

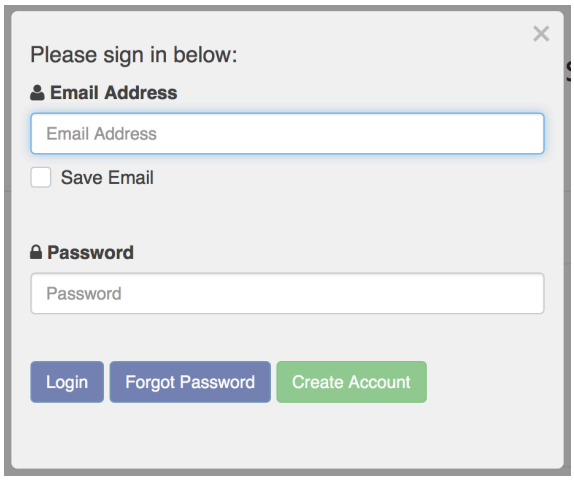
On the CME Tracker website, click the **Sign In** button in the top right corner to display the login screen.

Mobile Users
If you're on a mobile device, click on this menu bar button to open the dropdown menu and click the **Sign In** button.

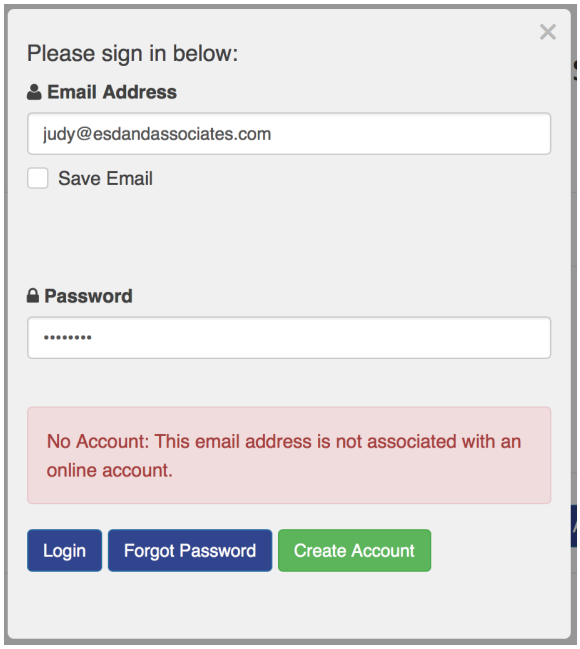


By default, the buttons on the login window are disabled until you enter your email address and password.

A. **Existing Users:**
If you already have an account, please enter your email address and password to log in. If no match is found, an error message will return: ***"No Account: This email address is not associated with an online account."*** Once logged in, you will be directed to the **My Profile** page.



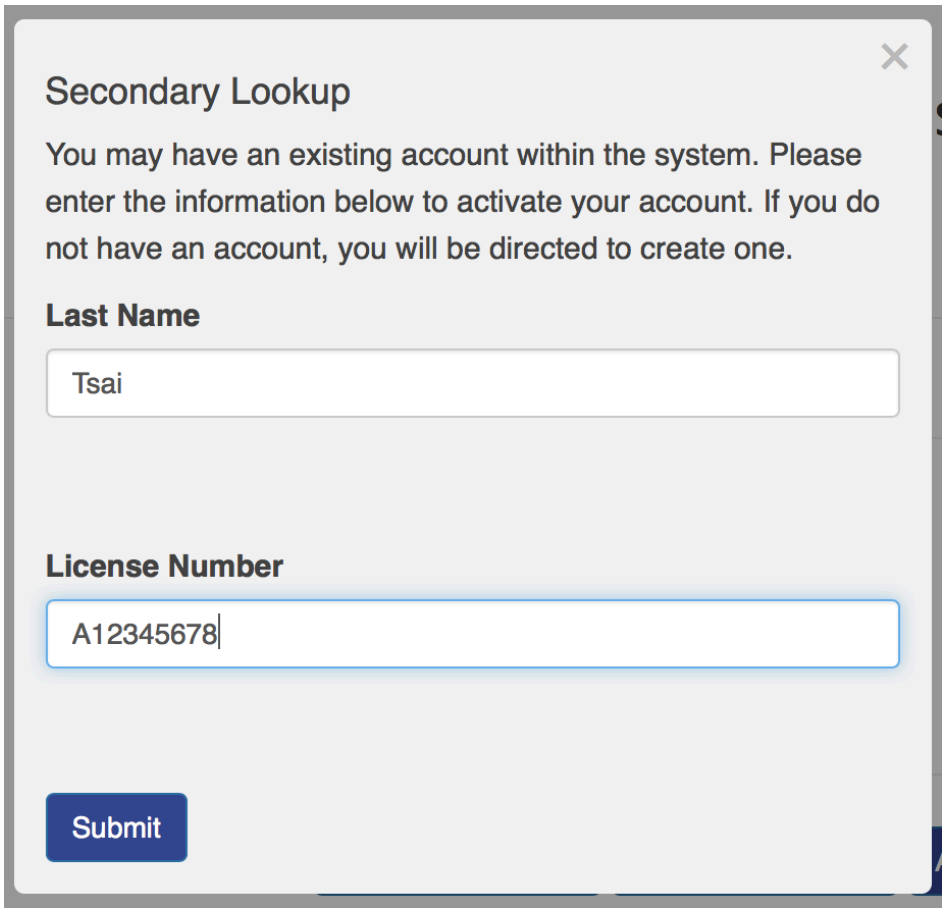
B. **Forgot Password:**
If you do not remember your password, you can click **Forgot Password** to retrieve it by entering your email address. If there is no account associated with the email address entered, an error message will return: ***"No Account: This email address is not associated with an online account."*** Click **Create Account** to set up your CME Tracker account.



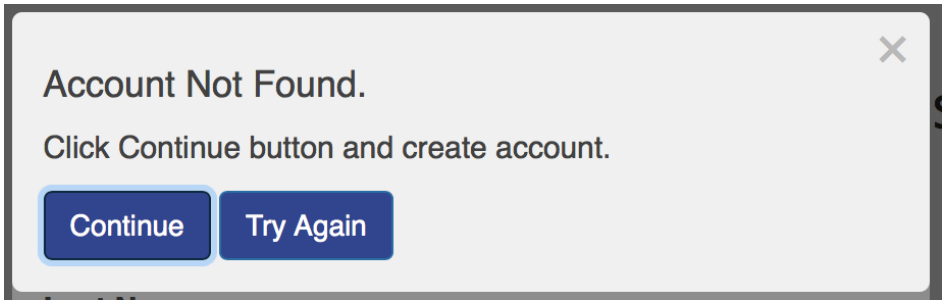
C. **New Users:**
If you do not have an account, please enter your email address and a desired password and click the **Create Account** button to create your CME Tracker account. Please see the **Account Set Up** section for detailed steps on setting up your CME Tracker account profile.

Account Set Up

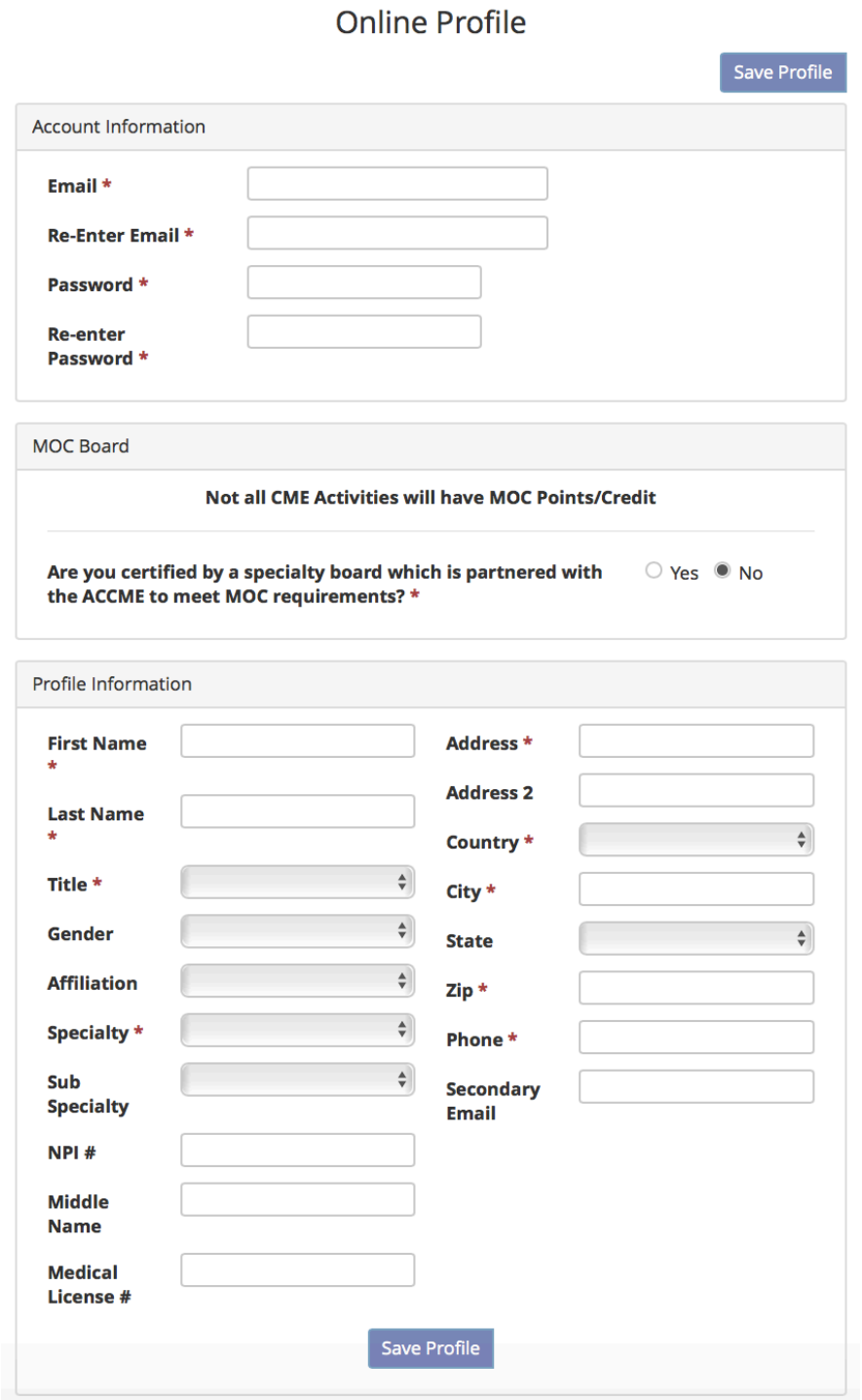
To avoid a duplicate account, a secondary verification window will appear once you click **Create Account**. Please enter your last name and your Texas Medical License Number (e.g., A12345678) and click the **Submit** button. If you are NOT a physician and do not have a Medical License Number, please enter your phone number.



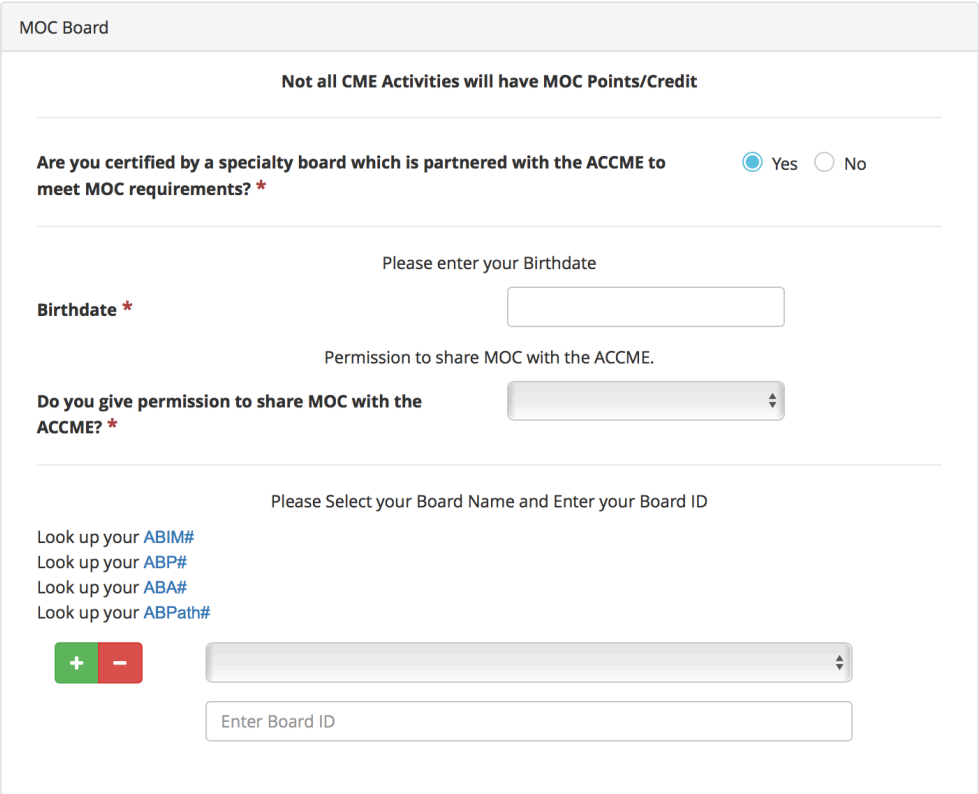
Once the system has verified the account has not been set up yet, please proceed to create your profile by clicking on **Continue**.



There are three sections in your CME account profile: Account Information, MOC Board, and Profile Information. Please make sure to fill in the required fields marked with a red asterisk(*) including: email address, password, MOC Board verification, first name, last name, title, address, city, state, zip code, country, specialty and phone number. If you are not a physician, or do not have a medical license number, please enter your phone number in the Medical License # field. If you cannot find your specialty in the dropdown, select **None**.



If you respond **Yes** to the MOC Board question, new fields will appear below. Make sure to fill in these required fields, including the Board Name and ID section.



For the **Birthdate** field, special characters are not required. Simply type in your birth month, day and year in the following format: MMDDYYYY. For example, if a user was born on August 1, 2000, they would enter 08012000.

The last section requires you to select a specialty board in the dropdown and to enter your board ID. If you belong to more than one specialty board, click on the **green** button to add more board fields. If you add too many board fields, click the **red** button to remove the last created fields. If you need to verify your physician certification and MOC status, click on the board links listed above the red and green buttons and follow the on screen instructions.

When you are done filling out the new fields, click on the **Save Profile** button.

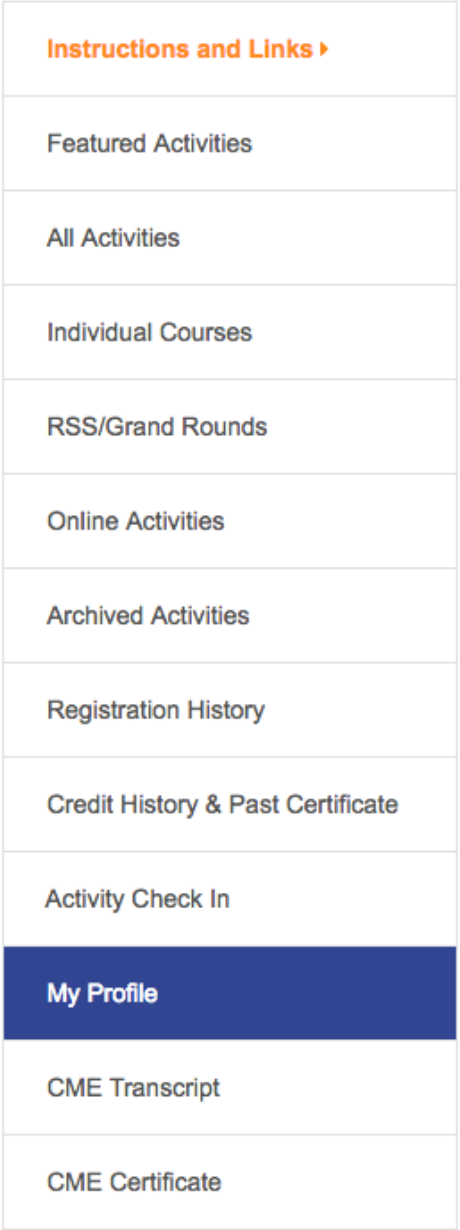
Once the profile is saved, an alert will appear and a confirmation email will be sent to you. Click **Continue** to complete your account registration. You will be directed to the **My Profile** page upon completing the account registration.

WEBSITE NAVIGATION

The CME Tracker website provides two ways to navigate through the website: a main navigation on the left side and a quick links dropdown menu from the top bar.

Main Navigation

The main navigation links are placed on the left side throughout the site for easy access. It includes the following menu items:



1. **Instructions and Links:** view ACLS/BLS Information and Provider Information. Click on ACLS/BLS Information to walk through the steps of signing up for a HeartCode® BLS or ACLS course. Click on Provider Information to view a list of online CME providers.
2. **Featured Activities:** view the most prominent activities.
3. **All Activities:** view all currently available activities.
4. **Individual Courses**: view all standalone, individual courses.
5. **RSS/Grand Rounds:** view regularly scheduled series (RSS/Grand Rounds). These courses are scheduled on a weekly, bi-weekly, monthly, bi-monthly or quarterly basis.
6. **Online Activities:** view activities available for online interaction only.
7. **Archived Activities:** view past activities. Do not register for these activities. Credits will not be rewarded for past activities.
8. **Registration History:** view your current and past registered activities.
9. **Credit History & Past Certificate:** view all the past activities you've attended and/or reprint the claimed certificates.
10. **Activity Check In:** a code will be provided when you attend an event. It will only be valid for three days from the day the activity took place. Enter the code here to check in and earn course credit. If you did not receive a code on the day of the event, please contact your Meeting Coordinator. Visit the CME Certificate page to claim course certificates.

11. **My Profile:** update your profile information such as address, password and etc.
12. **CME Transcript:** search to download your transcripts from all past courses attended since 2016.
13. **CME Certificate:** enter the activity code received at the event here to earn course credit AND to receive your certificate. Please note that the code will only be valid for 30 days from the day the activity took place.

Please note Registration History, Credit History & Past Certificate, Activity Check In and My Profile are only visible for logged in users.

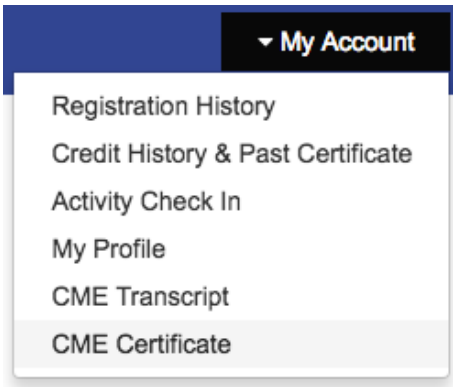
Note: To access the main navigation links on mobile devices, click on the white button to view the dropdown menu of the above menu items.

Top Navigation

The top navigation provides a list of quick links to most commonly used pages. Located under the **My Account** dropdown menu, it includes the following items:

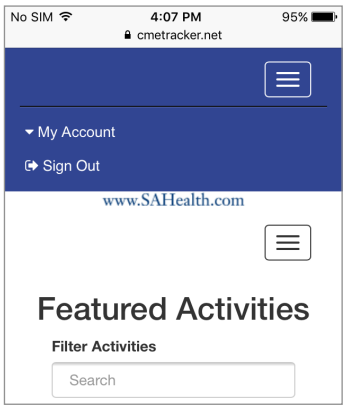
- Registration History
- Credit History & Past Certificates
- Evaluate Course/Print Certificate
- Activity Check In
- My Profile
- CME Transcript
- CME Certificate

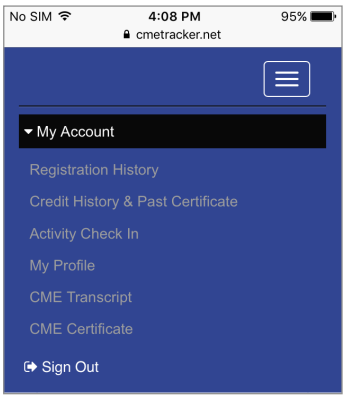
Please view the detailed description in the **Main Navigation** for each menu item.



Mobile Users

To access the **My Account** dropdown menu on mobile devices, click on the same button used to **Sign In**.



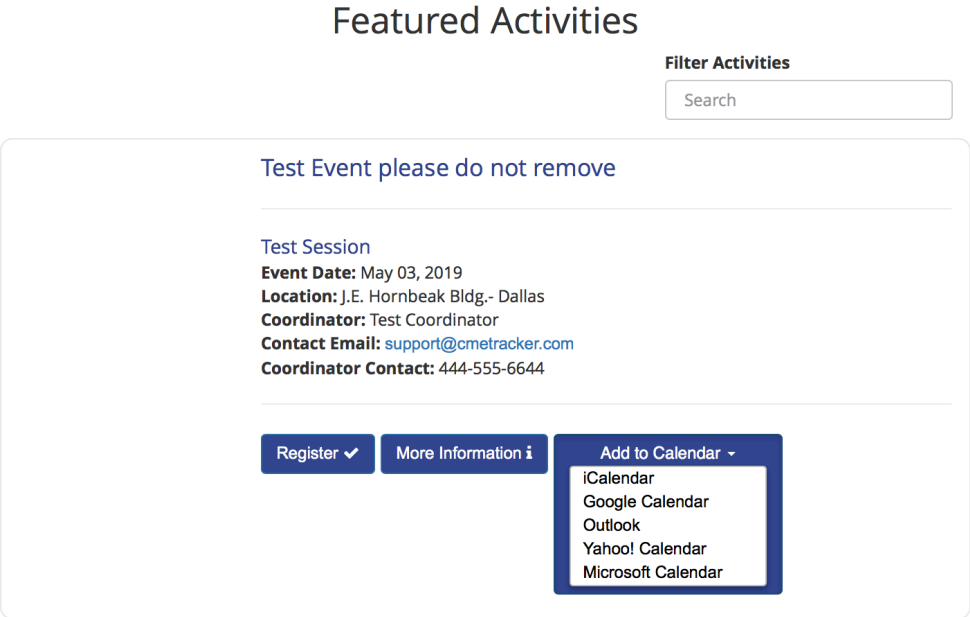


CLASS REGISTRATION

Finding a Class

The CME Tracker website provides several ways to help you find a current or upcoming activity based on the class types: featured, individual courses, course series, online only or archived.

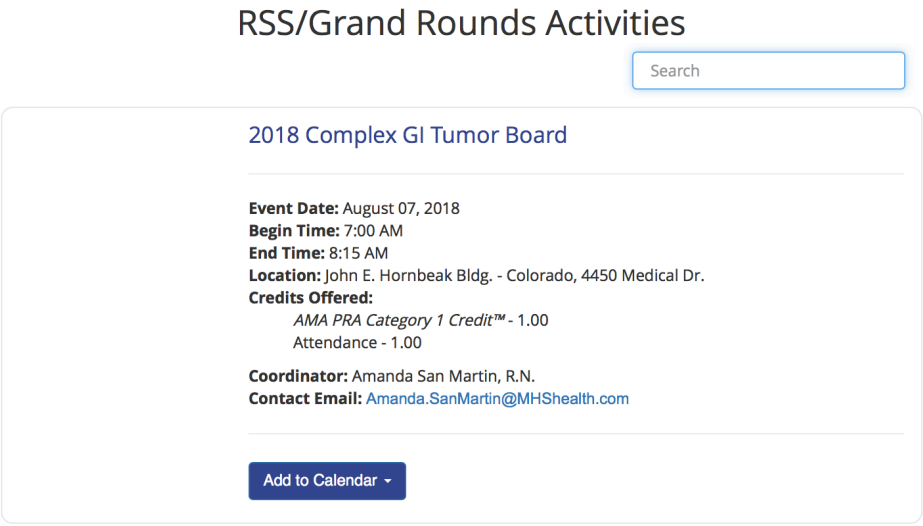
A. **Featured Activities:**
The homepage of the CME tracker website will prominently display a list of featured activities. You can use the **Search** field on the top right of the listing to filter the results and narrow down the list. The result list will automatically refresh as you type in the searched terms. Each listed activity will display brief information, such as title, event date, location, coordinator information, contact email and phone number. To view more details about the event, click on **More Information**. To sign up for the event, click on **Register**. You can also add an event reminder to the calendar platform of your choice: iCalendar, Google Calendar, Outlook, Yahoo Calendar or Microsoft Calendar.



B. **Individual Courses:**
Individual courses are independent courses. Use this page to find all current standalone courses. If there are no active courses, the page will show **No Courses Found.** Follow the similar steps as in **Featured Courses** to register, set a reminder or get more information about the event.

C. **RSS/Grand Rounds:**
Regularly Scheduled Series (or RSS) and Grand Rounds are a series of courses scheduled on a weekly, bi-weekly, monthly, bi-monthly or quarterly basis. Similar to Featured Activities, the RSS/Grand Rounds will display a list of recurring classes. You can also use the search field on the top right to filter the list. The result list will automatically refresh as you type in the search terms.

Each RSS/Grand Rounds will include the following information: course title, event date, event time, location, credits offered, coordinator and contact email.



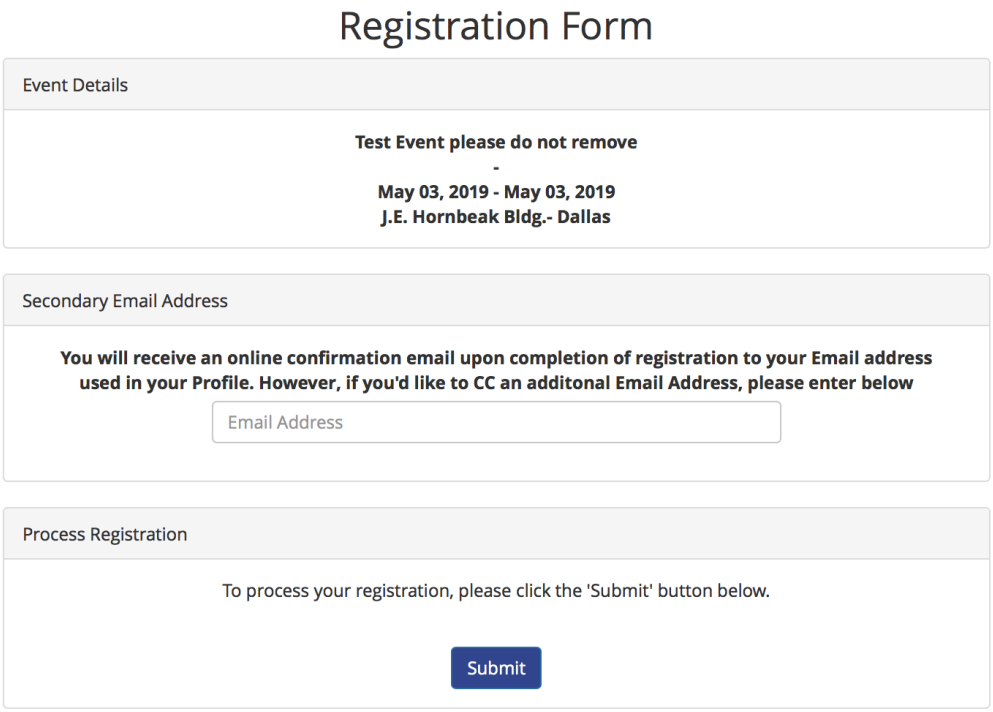
D. **Online Activities:**
Online activities are courses available for online interaction only. You can also use the search field on the top right to filter the list. The result list will automatically refresh as you type in the search terms.

E. **Archived Activities:**
Archived activities are courses that took place in the past. You can also use the search field on the top right to filter the list. The result list will automatically refresh as you type in the search terms. Do not register for these activities. Credits will not be rewarded for past activities.

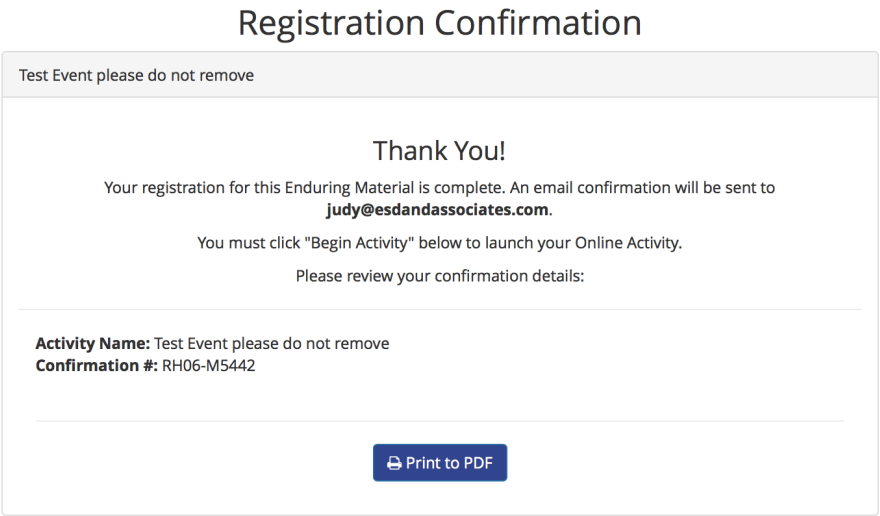
Register for a Class

Once you've found a class you would like to register for, click the **Register** button to sign up. If you have not logged in, the login window will appear for you to sign in and register. If a class does **NOT** offer direct sign up, you will need to navigate back to the event after you logged in and click the **Register** button to bring up the registration form for the event.

To register, the system will use the email address associated with your account as the registrant's email address and send you the confirmation upon completion of the registration. If you would like a copy sent to another email address, please enter in the **Secondary Email Address** field. You **DO NOT** need to enter your account email address here to receive your original copy of the confirmation email.



Once registration is submitted, you will receive a confirmation number and be directed to a registration confirmation page. You can print this page for your reference.



A confirmation email containing event information and location will also be sent to the email address associated with your account and the secondary email address (if any). If you do not receive the email, please check your spam folder to make sure it is not blocked by your email service provider. The email will have **Auto Confirmation** as the sender name and subject line. You may also consider adding the email sender **AutoConfirmation@cmetracker.com** into your whitelist (or safe sender list).

July 25, 2018

Name Title
Address
City, State Zip

Thank you for completing your registration for the upcoming CME event: **Test Event please do not remove**; to be held on 5/3/2019 at J.E. Hornbeak Bldg.- Dallas, .

Check-in will begin at on the day of the event. For directions to J.E. Hornbeak Bldg.- Dallas, visit . If you find that you are unable to attend the conference, please contact our office as soon as possible.

Thank you for participating in continuing medical education. We look forward to seeing you at the conference!

Sincerely,

Continuing Medical Education

View My Registration History

You can also view all your past registration history by going to the **Registration History** page. For events registered after June 2018, you will have the ability to view and reprint the registration confirmation email. Simply click the **Confirmation Email** button to open the confirmation email in a separate window to print.

You can also use the search field at the top of the registration list to filter and narrow down the list. The list will automatically refresh as you type in the search terms.

Registrations

My Registration History

Search:

Filter text

Event Name	Event Materials	Confirmation Email	Receipt
Bioethics 2018: Texas Advance Directives: The In-Hospital DNR 6/28/2018		Confirmation Email	
2017 Complex GI Tumor Board 12/19/2017			
Pediatric Cardiology Case Conference 11/30/2017			
The Future of Healthcare - 1 hour meets ethics requirement 11/30/2017			

Mobile Users

Tablet and mobile screens will require left or right scrolling to view more event information. This scrolling effect can be found on **Registration History**, **Evaluate Course/Print Certificate** and **Activity Check In**.

Scroll Left or Right to View Information

Event Name
Bioethics 2018: Texas Advance Di The In-Hospital DNR 6/28/2018
2017 Complex GI Tumor Board 12/19/2017

Scroll Left or Right to View Information

Confirmation Email	Receipt
Confirmation Email	

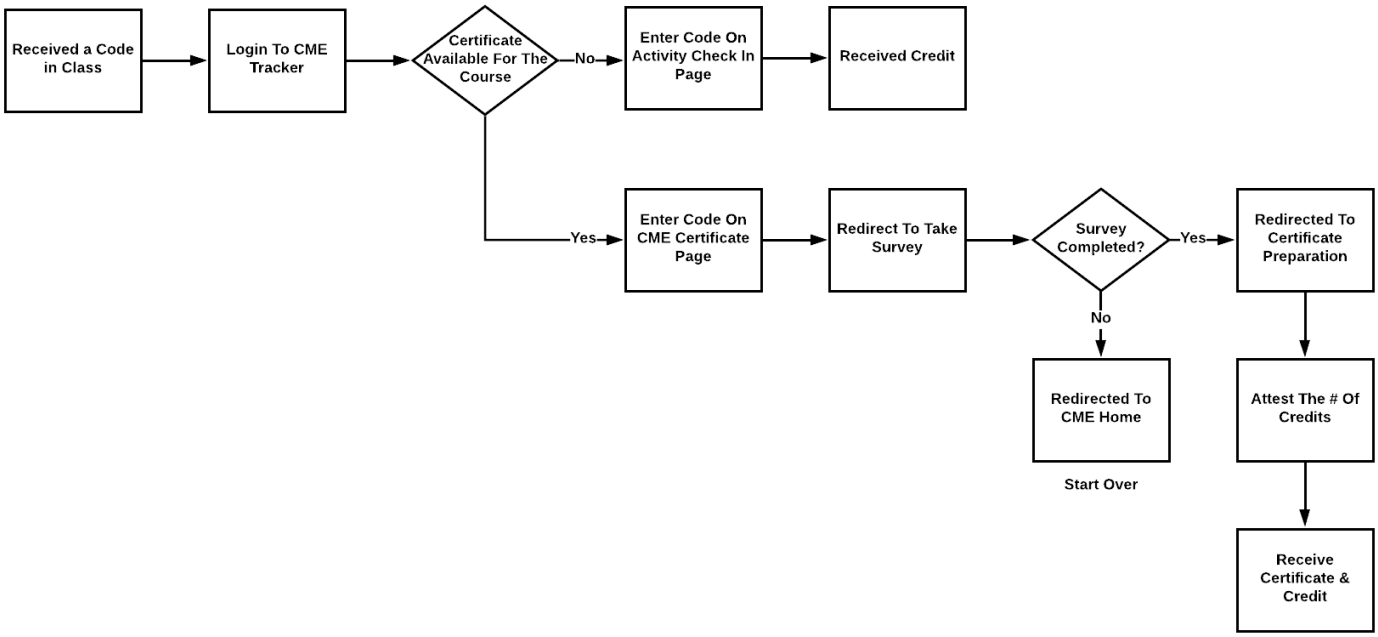
Activity Check-In & CME Certificates

Claiming Credit Options

There are two options for claiming credits:

A. First option will allow a user to claim credits only.
B. Second option will allow a user to claim a certificate and credits.

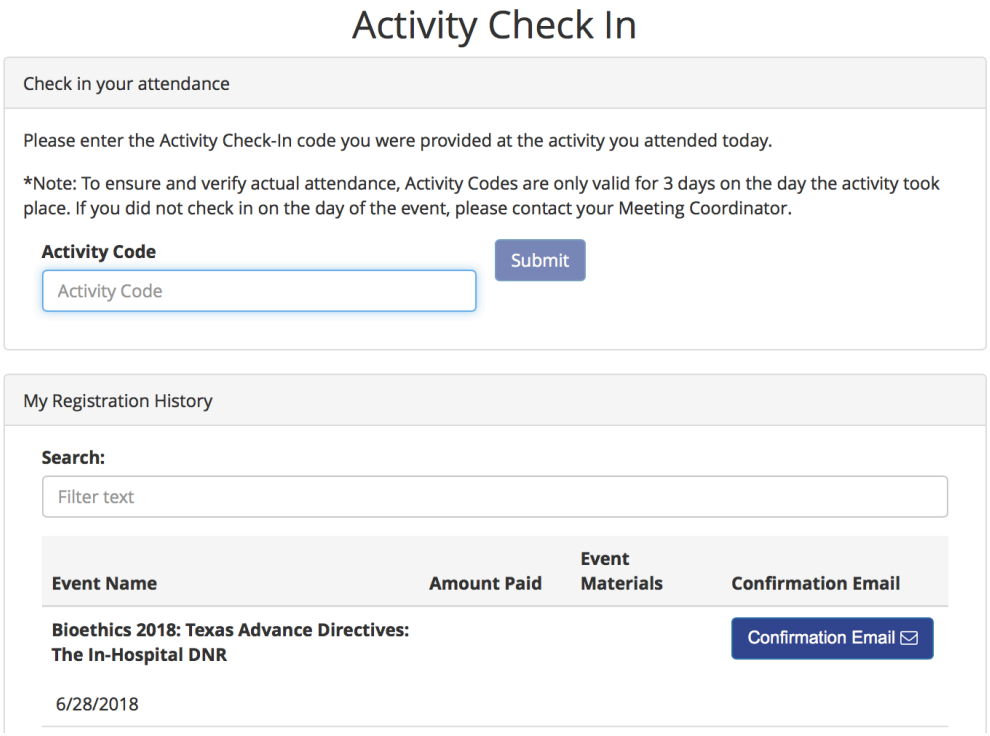
Follow the steps below to determine the correct course of action.



Option One – Activity Check In

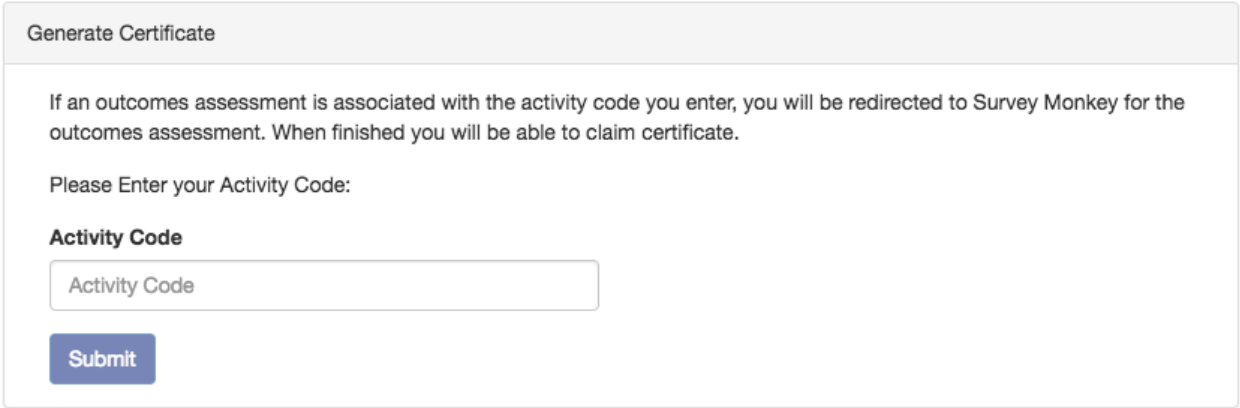
On the day of event, you will be provided a code. You will need to enter the code at the **Activity Check In** page as a verification of attendance. Please note that to ensure and verify actual attendance, Activity Codes are only valid for **three days** (72 hours from the start of meeting). If you did not receive an Activity Code on the day of the event, please contact your Meeting Coordinator.

This page will also show you a list of events you have registered for your reference.



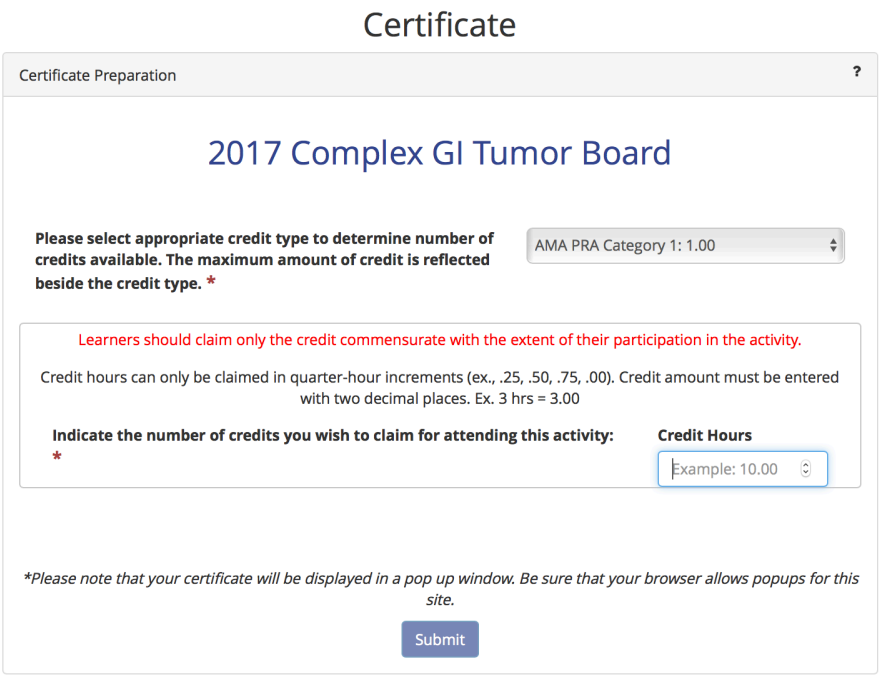
Option Two – CME Certificate

Some courses also provide a certificate as proof of attendance. To receive a certificate, you will need to claim it at the **CME Certificate** section. On the day of event, you will be provided a code. You will need to enter the code at the **CME Certificate** page to claim credits and obtain a certificate. Please note to ensure and verify actual attendance, these activity codes are only valid for **30 days** (from the start of meeting). If you did not receive an Activity Code on the day of the event, please contact your Meeting Coordinator.



Once the code is entered, you will be redirected to Survey Monkey to complete the outcome assessment of the class. If you do not complete the survey at this time, you will be signed out of CME Tracker and will need to claim your credit again.

If you have completed the survey, you will be directed to the **Certificate Preparation** page.



Please select the appropriate credit type to determine the credits available. Once you have selected the credit type, enter the number of credits you wish to claim. Physicians should only claim the amount commensurate to the extent of their participation. Please note that credit hours can only be claimed in quarter-hour increments (e.g., 0.25, 0.50, 0.75, 0.00). Credit amount must be entered with two decimal places. For example, please enter 3.00 for three credit hours.

Once submitted, you will be presented with the certificate for the course. The certificate will include your full name and title registered on the Methodist Healthcare CME website, the course information and credit hours earned. Press the **Print Certificate** button to print a copy of your certificate.

Certificate

Certificate

Thank you for participating in an educational activity for Methodist Healthcare System, Continuing Medical Education.

Print Certificate

Methodist Healthcare System

certifies that

Wendy Macias, M.D.

has participated in the live activity

2017 Complex GI Tumor Board

at John E. Hornbeak Bldg. - Colorado, 4450 Medical Dr. San Antonio, TX 78229 on December 19, 2017

Methodist Healthcare is accredited by the Texas Medical Association to provide continuing medical education for physicians.

Methodist Healthcare designates this live activity for a maximum of 1.00 *AMA PRA Category 1 Credit™* . Physicians should only claim the credit commensurate with the extent of their participation in the activity.

Continuing Medical Education
METHODIST HEALTHCARE
"Serving Humanity to Honor God"
CME.MethodistPhysicians.com • www.SAHealth.com

Wendy Macias
Manager, Continuing Medical Education

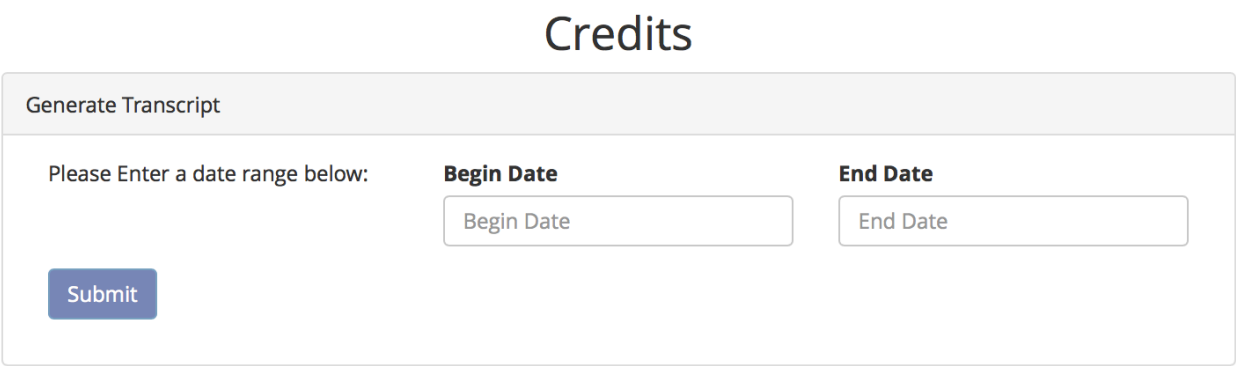
How to Download Transcript and Certificates

You can search, view and download your previously claimed credits and certificate for courses taken after 2016.

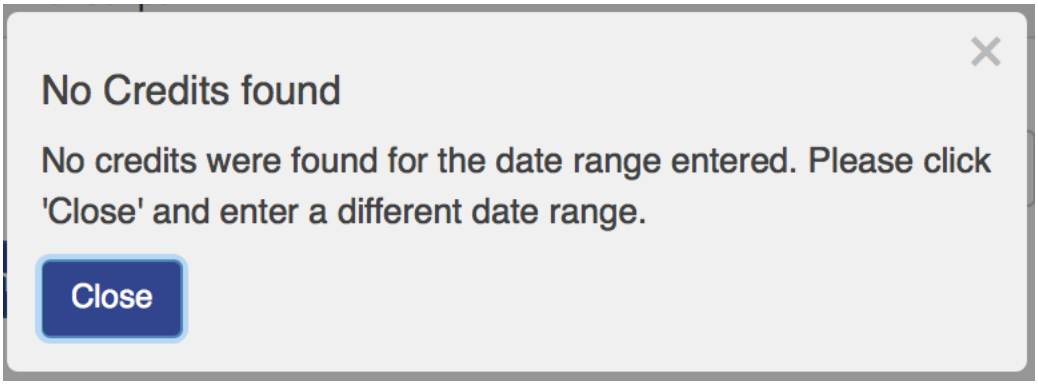
Credit History & Past Certificates

To view previously claimed credits and certificates, go to **Credit History & Past Certificates**. On this page, you can search past transcripts by entering a date range and print certificates from past activities.

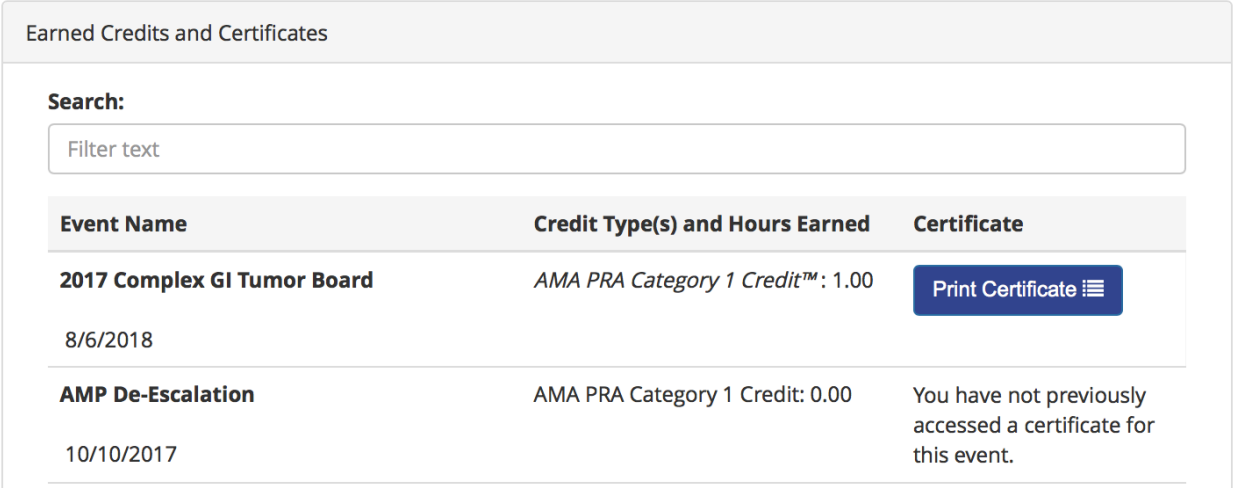
A. **Generate Transcript:**
To generate a transcript of past activities, enter the timeframe of when the courses were taken.



If there is no credit found within the searched date range, a **No Credits found** message will appear and you may expand the date range to view more results.

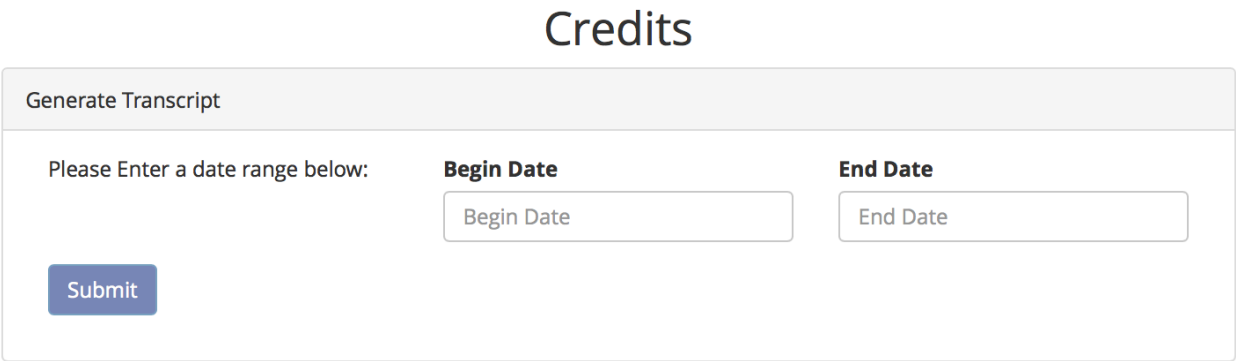


B. **Print Certificates:**
The page will also display a list of previous activities, including the credit type and hours earned, you've attended. If you've claimed the certificate associated with the class, you will see the **Print Certificate** button available for you to reprint the certificate.

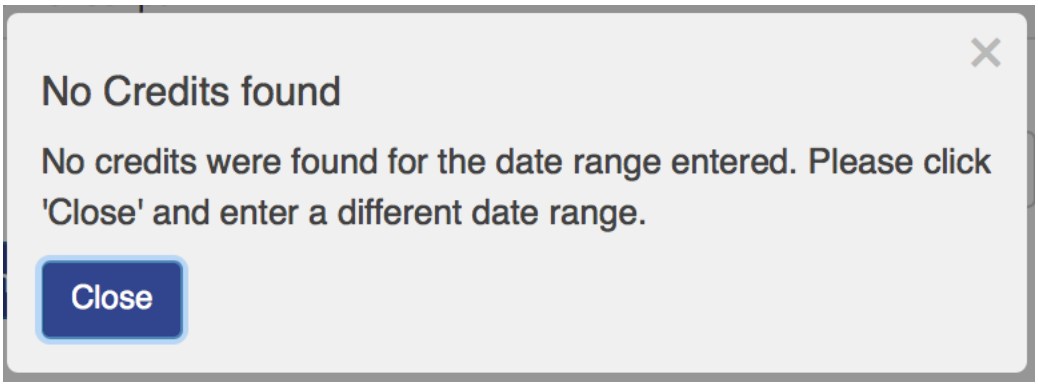


View CME Transcript

A. **Generate Transcript:**
To generate a transcript from past activities, enter the timeframe of when the courses were taken. Once the timeframe has been submitted, a PDF will be downloaded with a full credit history within the searched timeframe.



If there is no credit found within the searched date range, a **No Credits found** message will appear and you may expand the date range to view more results.


No Credits found
No credits were found for the date range entered. Please click 'Close' and enter a different date range.
Close