UpToDate®

Earning and redeeming CME/CE/CPD credit

A step-by-step guide for clinicians accessing UpToDate® through an EHR, clinician portal or other secure clinical system

Wolters Kluwer Health

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

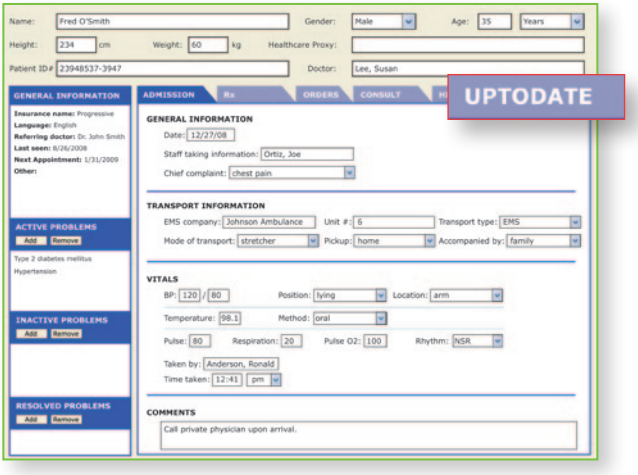
UpToDate is accredited and recognized by colleges, associations, and authorities from around the world, and is a globally accepted information resource and learning tool.

- You may earn CME/CE/CPD credit when you research a clinical question using UpToDate.
- No tests, fees, or use of a third-party provider are 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.
- You can also view and print previous CME/CE/CPD submissions at any time, provided that your UpToDate access is active either through your institution or through an individual subscription.

See page 10 to review the types of CME/CE/CPD credit available through UpToDate.

1 Access UpToDate from your EHR or portal.

You must access UpToDate from your EHR, secure clinical system or portal in order to earn CME/CE/CPD credit.



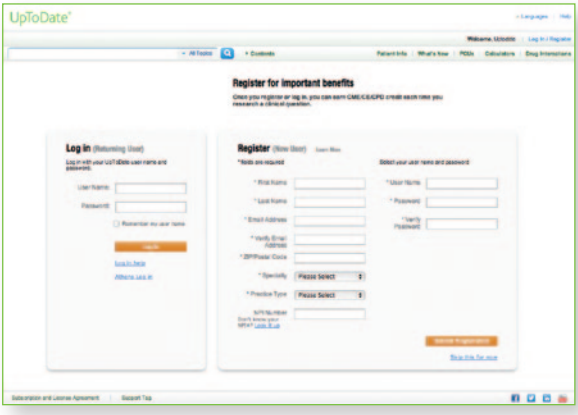
Note: The above is a sample of how an EHR might look after integration with UpToDate. However, your EHR may have a different appearance, depending on whether you access UpToDate through a tab (as in the sample above), a drop-down menu on your desktop or another configuration.

Need help? Contact UpToDate Customer Service at 1.800.998.6374 or customerservice@uptodate.com.

2 Register with UpToDate.

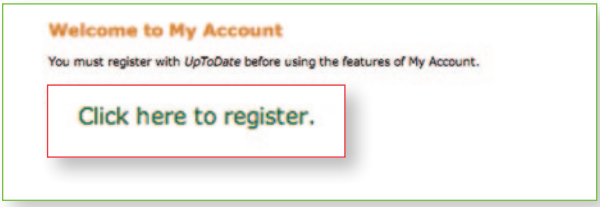
In order to earn and redeem CME/CE/CPD credits, **you must be a registered user of UpToDate with a unique user name and password**. This allows UpToDate to recognize you as an individual user within your organization so that CME/CE/CPD credit can be allocated to your account. It's best to register the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

❶ The first time you access UpToDate from your EHR or portal, 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".



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

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



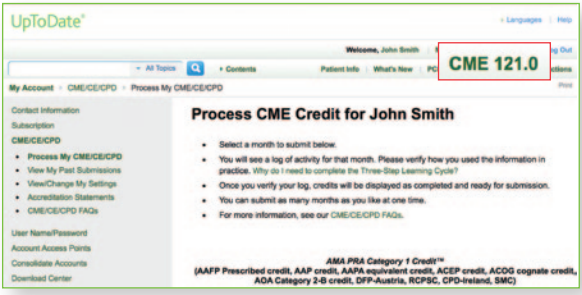
4 Once you've registered, you will receive an email that includes your user name and password. **Important: You will not need to use this user name and password to access UpToDate; you will use them only to redeem your CME/CE/CPD credit or to access the "My Account" section of UpToDate. In addition,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

Need help? Contact UpToDate Customer Service at 1.800.998.6374 or customerservice@uptodate.com.

3 Redeem your CME/CE/CPD credits.

You may redeem as many or as few credits as you choose. Credits can be processed online for up to two years.

Click the CME link to view and process credits you have accrued.

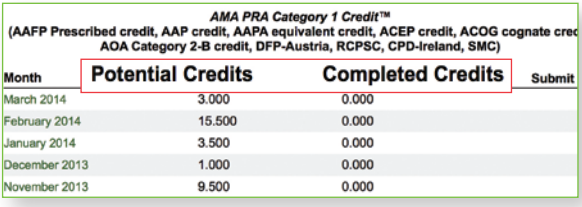


Follow the steps below to submit credits.

❶ Notice 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:

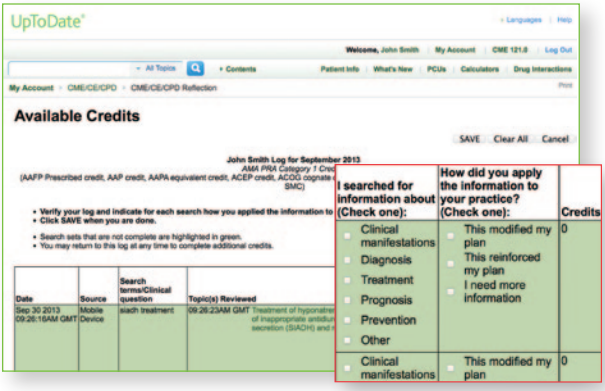


AMA PRA Category 1 Credit™
(AAFP Prescribed credit, AAP credit, AAPA equivalent credit, ACEP credit, ACOG cognate cre
AOA Category 2-B credit, DFP-Austria, RCPSC, CPD-Ireland, SMC)

Month	Potential Credits	Completed Credits	Submit
March 2014	3.000	0.000	
February 2014	15.500	0.000	
January 2014	3.500	0.000	
December 2013	1.000	0.000	
November 2013	9.500	0.000	

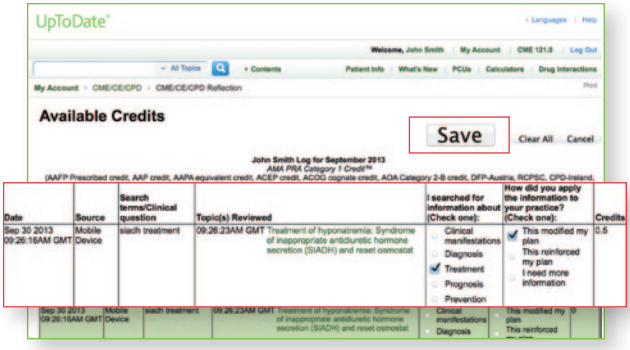
❷ When you click on a specific month, you will be brought to a screen where you will provide the following information: the type of information you searched and the way you applied this information to your practice.

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

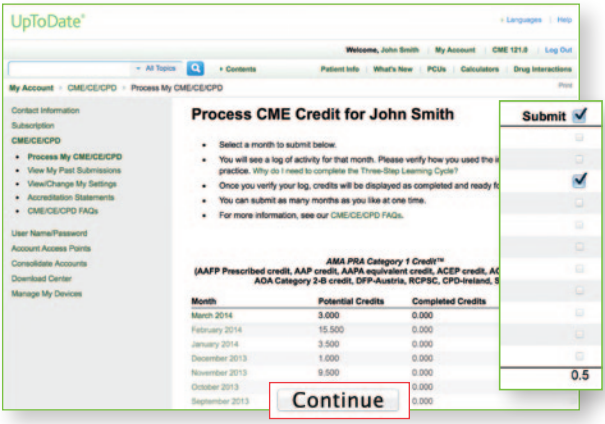


Notice when you complete your selection, the row turns from green to white and the number of credits changes from zero to .5 to indicate these credits are now available for submission.

❸ Click the Save button at either the top or bottom of the screen.

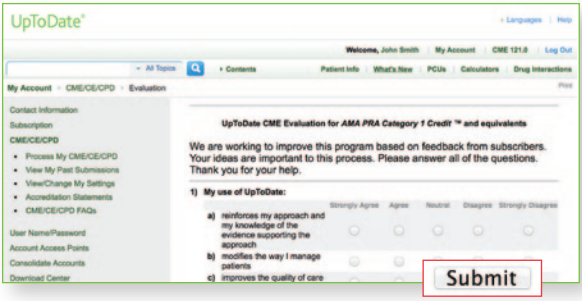


4 After you click the Save button, you will be brought back to your Process CME page. Select the Completed Credits you would like to submit by checking the box in the Submit column. Then, click Continue at the bottom of the page.

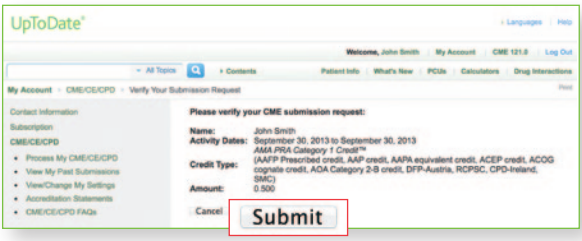


5 You will be brought to the CME Evaluation page where you will be asked to provide answers to several evaluation questions.

Once you have finished answering the questions, click Submit.

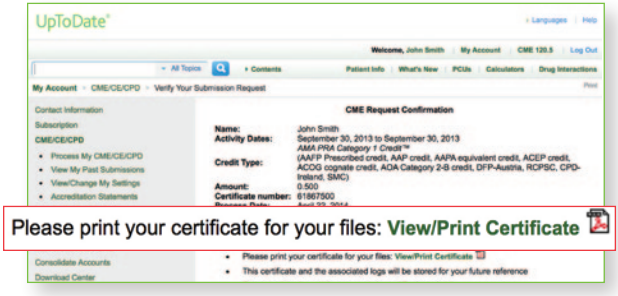


6 Review the verification page and if all is correct, click Submit.



7 You will be brought to the CME Confirmation page where you can choose to View or Print your certificate.

Print your certificate and submit it to the appropriate licensing organization or you 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 at any time, provided that your UpToDate access is still active.

Continuing Education

UNITED STATES OF AMERICA

UpToDate is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

American Medical Association

UpToDate designates this Internet point-of-care activity for a maximum of 0.5 *AMA PRA Category 1 Credit(s)*.™ Physicians should claim only the credit commensurate with the extent of their participation in the activity.

There is no limit to the number of Internet point-of-care cycles that physicians may complete using UpToDate.

American Academy of Family Physicians

This point-of-care activity, UpToDate, has been reviewed and is acceptable for up to 20 Prescribed credit(s) by the American Academy of Family Physicians. AAFP certification begins October 31, 2012. Term of approval is for one year from this date. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

You may earn 20 Prescribed credits per year using UpToDate. Credit earned over that amount may be used toward AAFP Elective credit.

American Academy of Nurse Practitioners

UpToDate is approved as a provider of nurse practitioner continuing education by the American Academy of Nurse Practitioners: AANP Provider Number: 051212.

For each hour of participation with the program, NPs can claim 1.0 contact hour. UpToDate automatically tracks the time you spend using the service.

American Academy of Pediatrics

This continuing medical education activity has been reviewed by the American Academy of Pediatrics and is acceptable for a maximum of 50.00 AAP credits. These credits can be applied toward the AAP CME/CPD Award available to Fellows and Candidate Members of the American Academy of Pediatrics.

American Academy of Physician Assistants

AAPA accepts certificates of participation for educational activities certified for Category I credit from AOACCME, Prescribed credit from AAFP, and *AMA PRA Category 1 Credit*™ from organizations accredited by ACCME or a recognized state medical society. Physician assistants may receive a maximum of 0.5 hours of Category I credit for completing each Internet Point of Care learning cycle.

American College of Emergency Physicians

Approved by the American College of Emergency Physicians for a maximum of 30 hour(s) of ACEP Category I credit.

American College of Obstetricians and Gynecologists

The American College of Obstetricians and Gynecologists has assigned up to 0.50 cognate credit per Internet Point of Care learning cycle.

There is no limit to the number of Internet Point of Care learning cycles that physicians may complete using UpToDate.

American Osteopathic Association

UpToDate has been approved by the American Osteopathic Association for unlimited AOA Category 2-B credit.

CANADA

College of Family Physicians of Canada

This program meets the accreditation criteria of The College of Family Physicians of Canada and has been accredited for up to 0.5 CFPC Mainpro®-M1 Credits per Internet Point of Care learning cycle.

You may earn up to 15 Mainpro®-M1 Credits per year for this category of electronic CME/CPD activity.

Royal College of Physicians and Surgeons of Canada

Use of UpToDate may be recorded on the basis of .5 credits per activity in Section 2 (Scanning) of the Royal College Maintenance of Certification (MOC) Program.

For a complete list of authorities which allow use of UpToDate to fulfill CME/CE/CPD requirements, go to **www.UpToDate.com/home/cmececpd-accreditation**.

For our specialty-specific Educational Objectives, please visit **www.UpToDate.com/home/educational-objectives**.

Educational Goals and Objectives

This program will provide clinicians with current answers to clinical questions. With UpToDate, you will be able to:

- Access the most current information on any aspect of: adult and pediatric emergency medicine; adult primary care and internal medicine; allergy and immunology; cardiovascular medicine, dermatology, endocrinology and diabetes; family medicine and general practice; gastroenterology and hepatology; general surgery; geriatrics; hematology; hospital medicine; infectious diseases; nephrology and hypertension; neurology; obstetrics, gynecology and women's health; oncology; pediatrics; psychiatry, pulmonary, critical care, and sleep medicine; rheumatology
- Recognize the clinical manifestations of a wide variety of diseases and disorders and describe current options for diagnosis, management and therapy, including the efficacy, doses, and interactions of individual drugs in all of internal medicine
- Evaluate and treat system-specific manifestations of systemic disorders
- Educate patients regarding screening and prevention

To read the goals and objectives for a specific UpToDate specialty, go to **www.UpToDate.com/home/educational-objectives.**

Contact Us

CUSTOMER SERVICE

Hours of service

Monday through Friday from 7 am to 9 pm
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