Welcome to Hartford HealthCare’s CME Portal

Here you will find information on how to log-in and navigate through the portal. If you have any questions contact continuinged@hhchealth.org
Key Messages

- **Why are we making this change?**
  - Our vision for continuing medical education (CME) is to connect education to outcomes, and be nationally recognized in the continuing medical education arena.
  - New and positive developments are in progress for HHC CME, and we greatly appreciate your support, patience, and efforts in helping us to deliver meaningful medical education.
  - We will be transitioning to a new CME software system, requiring changes to our processes and procedures.

- **What is the new CME Software?**
  - 1 stop shop for all your CME needs – applications, disclosures, certificates, and transcripts, available **November 1, 2017**.
Key Messages *Continued*

- **What are the accommodations/changes?**
  - Currently only 2017 data is available
  - We will be aggregating available attendance data from the date of our system-wide accreditation on **July 1, 2016**, over the next few months
  - This data will help pre-populate individual user transcripts with past CME credits that were issued from our HHC system-wide accreditation date of July 1, 2016
  - We will be transitioning to a **CME transcript and will no longer provide CME Certificates**
  - Providers should review this transcript and crosscheck with their past CME certificates
  - Please contact us if there is an error
Key Messages Continued

• Grand Rounds Changes
  – Completion of survey evaluations will be required after every grand rounds activity and symposia
  – Providers will still receive a link via e-mail for these surveys and will have 4 weeks to complete the evaluation
  – After completion of the survey, users will be able to print, or email a certificate immediately if desired
  – Credits will also be automatically reflected on the transcript with no further action necessary

• Case Based Conferences Changes (tumor boards, QI conferences, M&Ms)
  – Post-session survey evaluations will only be required on an annual basis
  – Credits will be reflected on the transcript on a quarterly basis
How do I find the HHC CME Portal?

www.hartfordhealthcare.org

2. Click on the "Find a Doctor" section.
3. Look for the "Education" section.
4. Click on "Continuing Medical Education".

www.hartfordhealthcare.org/education/continuingmedicaleducation
What do I do when I get to the profile sign-in page?

- The system will attempt to locate your profile according to your HHC e-mail
- Enter your HHC e-mail address and click “Create Account”
- If you do not have an HHC e-mail address please enter your current e-mail and click “Create Account”
  - Please note, the system only contains basic demographic information. It DOES NOT contain NPIs, SS#s or DOB information
Now you have the opportunity to enter/edit your information

You will always start at the “Profile Sign In” page each time you log-in

All fields with a red * are required

When you have completed the required fields OR if no changes are required scroll to the bottom and click “Continue”
**What can I do through the portal?**

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View/Update Your Profile</td>
<td><strong>When you log-in for the first time be sure to review/update your profile</strong></td>
</tr>
<tr>
<td>View CME Calendar to Claim Credits</td>
<td><strong>You will see events that have occurred in the past 4 weeks that require an evaluation to claim credit</strong></td>
</tr>
<tr>
<td>Add Outside Credits</td>
<td><strong>Manually enter non-HHC credits here, but be sure to maintain a copy of your certificates</strong></td>
</tr>
<tr>
<td>View Upcoming Events</td>
<td><strong>View any upcoming approved CME activities that are open to the general medical community</strong></td>
</tr>
<tr>
<td>Print Your CME Transcript</td>
<td><strong>Print your CME transcript (<strong>note ONLY 2017 data is currently available</strong>)</strong></td>
</tr>
<tr>
<td>Take Evaluation with CME Code</td>
<td><strong>If an evaluation is required you may claim credit via the CME calendar OR by using the designated CME code</strong></td>
</tr>
</tbody>
</table>
View CME Calendar to Claim Credit:
This calendar shows events that have occurred in the past that require an evaluation to claim credit

- Let’s say you attended a grand rounds session on October 17th you can claim credit for that session here
- Click the claim credit button to complete the grand rounds required evaluation
- You will have **up to 4 weeks** from the date of that session to complete the evaluation and claim the credit
  (Example: Grand Rounds on 10/17 you have until 11/14 to claim credit)
View CME Calendar to Claim Credit:
The CME activity code automatically populates for the activities on the Claim Credit Calendar

- Click the submit button to take the evaluation
Complete the Required Survey Evaluation

Dr. X has disclosed that he/she is X. The planners and directors of this event have no financial conflicts of interest in regards to the content of this program. There was no commercial support for this program.

1. Please choose your professional category.
   - Physician
   - Psychologist
   - Fellow / Resident
   - APRN / Nurse Practitioner
   - Physician Assistant
   - Registered Nurse
   - Social Worker
   - Pharmacist
   - Student
   - Other (please specify)

6. Please list any practice or performance changes that you plan to make based on what you learned from today’s activity.

7. Please list any perceived barriers in making your changes.

8. Please share any other comments or suggestions, including improvement for the current activity or topics for future discussion.

- Complete the evaluation and click submit evaluation
Claim Your Credit

- Enter the number of credits you are claiming and click continue.

Make sure your browser allows pop-ups. Visit our CME Website Resources page for full instructions on how to enable pop-ups.

https://hartfordhealthcare.org/health-professionals/education/continuing-medical-education/resources
Display Your Certificate

Accreditation and Designation and Claiming of Credit

2017 Demo Test Grand Rounds Session

Thank you for attending 2017 Demo Test Grand Rounds Session.

*Please note that your certificate will be displayed in a pop-up window. Be sure that your browser allows pop-ups for this site.

Click Display Certificate
Your Certificate

Thank you for participating in an educational activity for Hartford Healthcare.

For your records, you may print this certificate by clicking the "print certificate" button.

- Print your certificate
- E-mail your certificate
- You don’t have to use this feature because...

• Certificate Options

• Credits will also automatically display on your TRANSCRIPT
How do I get my CME Transcript?

- On the portal home screen click print your CME Transcript
  - Please note only 2017 data is available
  - Over the next few months we will be aggregating data from our system-wide accreditation date (July 1, 2016) to be displayed on the transcript
How do I get my CME Transcript?

- Enter your begin date and end date range and click “Submit”

Only 2017 data is currently available. 2016 data from July 1, 2016 will be available in the next few months.
### Hartford HealthCare Approved Credits

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Name</th>
<th>Type Credit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/13/2017</td>
<td>Web Tracker Test Event for Certificate Module</td>
<td>AMA PRA Category 1 Credit(s)™</td>
<td>5.00</td>
</tr>
<tr>
<td>6/13/2017</td>
<td>2017 Hartford Test</td>
<td>AMA PRA Category 1 Credit(s)™</td>
<td>1.00</td>
</tr>
<tr>
<td>6/3/2017</td>
<td>Grand Rounds Test</td>
<td>AMA PRA Category 1 Credit(s)™</td>
<td>1.00</td>
</tr>
<tr>
<td>6/7/2017</td>
<td>2017 Backus Hospital Medical Grand Rounds</td>
<td>AMA PRA Category 1 Credit(s)™</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Hartford HealthCare Approved Credits**

**AMA PRA Category 1 Credit(s)™ - 22.00**

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**Other Credits**

The following credits have been self-reported by the provider and have not been verified or approved by Hartford HealthCare Continuing Medical Education.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Name</th>
<th>Learning Format</th>
<th>Credit Type</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/25/2017</td>
<td>Test Event</td>
<td>CF</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

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You can also manually enter in non-HHC CME credits.
How do I add non-HHC or external credits to my transcript?

- On the portal home screen, select “Add Outside Credits”
Adding Outside Credits

1. Select “Enter Credit”
2. Please note, you MUST keep the outside credit certificate
Adding Outside Credits

1. Type in the fields marked “Required” with a red box
2. Click “Submit/Save”
3. Click “Close” on the “Saved” box
4. Then click “Close” on the outside credits
   • Return to the portal home screen by clicking “My Portal” at the top of the page
Is there a calendar for upcoming events?

- On the portal home screen select “View Upcoming Events”
View Upcoming Events

These are approved CME events that are open to the general medical community

- Click the “Brochure” button to view the flyer associated with this upcoming event
  - Not all events will have a brochure
What happens if I can’t claim credit on the calendar?

- The HHC CME Department will provide you with the code
- Contact Continuinged@hhchealth.org for the code
- Go to the portal home screen, select “Take Evaluation with CME code”
Driving meaningful medical education & connecting education to outcomes

1. Click to log into HHC’s CME Portal
2. Place for all of your CME Credits
3. Minute to take your CME evaluation

Contact Continuinged@hhchealth.org for questions