

Welcome to our new CME tracking method, brought to you by HighMarksCE/Attendee Interactive, LLC! To assist you, please follow the directions below to log into your account. Once you are logged in, you will need to set up your account profile. **This will only need to be completed once**, unless you have edits (change of address, a new degree etc...).

Once your profile is created, you will be able to search for activities/sessions and complete the necessary steps to receive your credit for attending the events. Please do not hesitate to contact us if you run into any trouble: 802-656-2292 or UVMCME@med.uvm.edu

STEP 1 – Login via the UVM CME website (<http://www.uvm.edu/medicine/cme>) under “[My Credits](#)” on the left column.

UVM/Medical Center Sign-on – You may log-in with your established account information from UVM, UVM College of Medicine, or UVM Medical Center. **YOU MUST CHOOSE ONE** – do not create more than one account.

If you already have an account, log-in here.

If you are outside of the University, please create an account.

STEP 2 – Enter your profile/contact information

Degree:

MD DO PA PhD RN
 Pharmacist NP

Other:

Please make sure to list ALL DEGREES you would like printed on your certificate.

Additional Information for Claiming Credit

* Claiming Type: -- SELECT --

* UVM Department: -- SELECT --

Please select the type of credit you require (Physician, Nurse, Pharmacist etc...). If at UVM, please select a Department.

STEP 3 – Finish completing your profile information

Make sure your contact information is correct. If not, "Edit Contact Information".

My Account

To update and review your contact information, please click on the Edit Contact Information button below. Please note that all communication will be sent via email to the email address listed below. You may edit your email address through the Edit Contact Information button.

Contact Information

Mary Gagne, MD
UVM CME
128 Lakeside Avenue
Burlington, VT 05401
8026562292
Mary.Gagne@uvm.edu

[Edit Contact Information](#) [Bio](#) [Preview](#)

Profile Information

Use this section to update your profile information.

Title	Status	Required
Profile Information	Incomplete	Yes

This is the website for the University of Vermont College of Medicine's CME system.

Connect [f](#) [v](#) [B](#) [t](#)

Profile Information – Incomplete – please select

Profile Information

* - indicates a required item.

*** Please Choose a Department**

- Anesthesia
- Family Medicine
- Medicine
- Neurology
- OB/GYN
- Ortho/Rehab
- Pathology
- Pediatrics
- Pharmacy
- Psychiatry
- Radiology
- Surgery
- Dermatology
- Other:

*** Please Choose a Practice Site**

Vermont

- UVM Medical Center
- Brattleboro Memorial
- Central Vermont Medical Center
- Copley
- Gifford
- Grace Cottage
- Mount Ascutney
- North Country
- Northeastern Vermont Regional
- Northwestern Medical Center
- Porter Medical Center
- Rutland Regional
- Southwestern Vermont
- Springfield

New York

Mary Gagne

- [My Account](#)
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- [My External Certificates](#)
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Please check the following:
DEPARTMENT
PRACTICE SITE

STEP 4 – If you'd like, you may enter a brief bio and upload a photo – this will be great for those who are planning committee members/speakers for courses/grand rounds. Once entered, you will not have to submit again unless there are edits. If this does not apply to you, skip to Step 5.

My Account

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Contact Information

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[Edit Contact Information](#) [Bio](#) [Preview](#)

Profile Information

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Title	Status	Required
Profile Information	Incomplete	Yes

To create your bio, please click here

Bio for Mary Gagne

Please provide a short bio paragraph to be used to introduce you at the activity. To update later, you can edit your bio under the "My Account" page in the navigational menu.

* - Indicates a required item.

* Bio:

Rich text editor with toolbar (Bold, Italic, Underline, etc.) and a large text area.

Photo: [Choose File](#) No file chosen

CLICK THE SAVE BUTTON BELOW TO COMPLETE YOUR FILE SUBMISSION. NOTE: ALL IMAGES SHOULD BE SIZED TO 80x100 PIXELS (width x height).

[Save](#)

Type directly in the text box. If you would like to cut and paste from a document, please use **Ctrl c** to copy/**Ctrl v** to paste.

To upload a photo, please click "Choose File" and select the jpg/tiff photo from your computer. Once completed hit "Save".

STEP 5 – Selecting an Activity/Session to Claim Credit

The screenshot shows the top navigation bar with the University of Vermont logo and 'MY CREDITS' on the right. The main content area is titled 'My Credits' and includes instructions on how to claim credit. A 'Claim Credit' section features a dropdown menu labeled '-- Select Activity --', a 'List Sessions By Activity' button, and a 'Search Sessions' button. A green message box states 'You have not entered or been awarded any credits to date.' On the right, a user profile for 'Mary Gagne' is visible, with a menu containing 'My Account', 'My Credits', 'My External Certificates', and 'Sign Off'. A red arrow points from a callout box labeled 'Click on "My Credits"' to the 'My Credits' menu item.

Click on "My Credits"

This screenshot is identical to the one above but includes additional callouts. A large callout box on the right contains the text: 'You can either use the drop down box to see what is available, List Sessions by Activity or Search Sessions for advanced search options.' Three red arrows point from this callout box to the dropdown menu, the 'List Sessions By Activity' button, and the 'Search Sessions' button.

You can either use the drop down box to see what is available, List Sessions by Activity or Search Sessions for advanced search options.



Search Sessions

Use the search options to find sessions based on any word found in the session title or description.

By Criteria - finds all sessions who match search criteria used below.

Text Search:

Activity: -- SELECT --

Department/Practice Site: -- ALL --

Session Type: -- ALL --

Locations: -- SELECT --

Search

Mary Gagne

- My Account
- My Credits
- My External Certificates
- Sign Off

If you do not see your activity, select "Search Sessions". Here you can advance search (type in part of the activity title), or search by activity (OB/GYN); Search by Department; or by Session type (Regularly Scheduled Series/Grand Rounds or Conference).



Claim Credits

In order to claim credits, click on the "Claim Credit" link next to the session for which you were in attendance. You will be asked to verify your attendance and complete any required posttests or session evaluations before credit is awarded.

2 matches found

Action	Time	Title	Type
Claim Credit	Fri, 10/30, 2015 7:00 AM - 8:00 AM	Medical Grand Rounds 1	Regularly Scheduled Series/Grand Rounds
Claim Credit	Fri, 11/6, 2015 7:00 AM - 8:00 AM	Medical Grand Rounds 2	Regularly Scheduled Series/Grand Rounds

Mary Gagne

- My Account
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Once you find the activity you attended, simply click on "Claim Credit". **Please make sure to claim credits within 30 days of the activity!**



Confirm Credits

Please read and confirm the information below in order to be awarded credit(s).

* - indicates a required item.

Do you certify you were in attendance for the entire duration of the following session?

Title: Medical Grand Rounds 1

Type: Regularly Scheduled Series/Grand Rounds

Starts On: Fri, 10/30, 2015 7:00 AM

Ends On: Fri, 10/30, 2015 8:00 AM

Location: UVM Medical Center

Room: 101

Credits: 1.00


I Do

Next

Mary Gagne

- My Account
- My Credits
- My External Certificates
- Sign Off

Confirm that this is the Activity you attended, enter the number of credits you actually earned, check the "I Do" and then select "Next".



MY CREDITS

Grand Rounds Evaluation for Medical Grand Rounds 1

* - indicates a required item.

***1. Rate the presentation of the speaker.**

- Excellent
- Good
- Satisfactory
- Fair
- Poor

***2. This program will change/improve the way I practice.**

- Yes
- No
- Partially

***3. Was this activity free of commercial bias?**

- Yes
- No

Mary Gagne

- My Account
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- Sign Off

Answer the evaluation questions, and "Submit".

STEP 6 – Printing or emailing your certificate:

The Evaluation has been completed successfully and Credits have been awarded.

My Credits

Use this section to manage you credits. You can claim credit, edit your evaluations, and print your transcript or certificate.

To claim credit for sessions, please use the option below to list sessions by activity or use the search sessions button to search for sessions by text search, activity, session type, or location.

Claim Credit

-- Select Activity --

Medicine Grand Rounds			
Session	Time	Hours	Action
Medical Grand Rounds 1	Fri, 10/30 7:00- 8:00	1.00	Remove Credit Edit Evaluation
Total Credits:		1.00	<input type="button" value="Print Certificate"/> <input type="button" value="Email Certificate"/>

Mary Gagne

- My Account
- My Credits
- My External Certificates
- Sign Off

You can now print or email your certificate. Click what you would like to do.

Certificate/Transcript Options

Use the options below to filter your certificate or transcript.

Accreditation Bodies

- AAFP
- AMA PRA Category 1
- Mental Health Counselors
- Pharmacological

Submit

You will only see the credits that are degree specific to your profile. Depending on what the activity was approved for, you will be able to select more than one credit. Check all that you would like to receive and then "Submit".

If you selected "Email Certificate", you will check all the credits you would like to receive, submit and it will be sent to the email address you listed in your profile.

Once you submit, your certificate will appear for your review. Here you can save to your computer or print. You can also just keep in your account and refer back to it when needed.



The University of Vermont
COLLEGE OF MEDICINE

University of Vermont College of Medicine certifies that

Mary Gagne, MD

has participated in the educational activity titled

**Medicine Grand Rounds
Marriottsville, MD**

October 30, 2015 - October 30, 2016

The University of Vermont College of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The University of Vermont designates this live activity for a maximum of 52.00 AMA PRA Category 1 Credits™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Total Earned

1.00 Actual Hours Attended
1.00 Total AMA PRA Category 1 Credits™ earned

Terry Caron
Director, Continuing Medical Education





University of Vermont College of Medicine Transcript

Title	Date/Time	Actual Credits/Contact Hours	Palliative Care/Pain Management
Medical Grand Rounds 1	10/30 07:00 AM - 08:00 AM	1.00	1.00

The certificate does have two pages. The second page will be a transcript with more specifics about the session(s) you attended.

The Evaluation has been completed successfully and Credits have been awarded.

- Mary Gagne
- My Account
- My Credits
- My External Certificates
- Sign Off

You can also select "Print Transcript" or "Email Transcript" for a full transcript of all activities you have attended through UVM.

My Credits

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To claim credit for sessions, please use the option below to list sessions by activity or use the search sessions button to search for sessions by text search, activity, session type, or location.

Claim Credit

-- Select Activity --

List Sessions By Activity

Search Sessions Print Transcript Email Transcript

Medicine Grand Rounds			
Session	Time	Hours	Action
Medical Grand Rounds 1	Fri, 10/30 7:00- 8:00	1.00	Remove Credit Edit Evaluation
Total Credits:		1.00	Print Certificate Email Certificate

Certificate/Transcript Options

Use the options below to filter your certificate or transcript.

Date Range

Start Date

End Date

Submit

Put the date ranges that you are looking for and "Submit".

STEP 7: Uploading External (Non-UVM Accredited Activities)

The Evaluation has been completed successfully and Credits have been awarded.

My Credits
 Use this section to manage you credits. You can claim credit, edit your evaluations, and print your transcript or certificate.
 To claim credit for sessions, please use the option below to list sessions by activity or use the search sessions button to search for sessions by text search, activity, session type, or location.

Claim Credit
 -- Select Activity --
 List Sessions By Activity

Search Sessions Print Transcript Email Transcript

Medicine Grand Rounds			
Session	Time	Hours	Action
Medical Grand Rounds 1	Fri, 10/30 7:00- 8:00	1.00	Remove Credit Edit Evaluation
Total Credits:		1.00	Print Certificate Email Certificate

Mary Gagne
 My Account
 My Credits
 My External Certificates
 Sign Off

Select "External Certificates" to upload/store your non-UVM accredited attended programs into your account.

MY CREDITS

The University of Vermont
 COLLEGE OF MEDICINE

My External Certificates
 Use this form to add educational credits earned outside the organization.

Upload Certificate

No records found.

Mary Gagne
 My Account
 My Credits
 My External Certificates
 Sign Off

Simply select "Upload Certificate"

MY CREDITS

The University of Vermont
 COLLEGE OF MEDICINE

Add/Edit External Certificates
 Use this form to add or edit an educational activity earned outside the organization.

* - Indicates a required item.

* Title:

* Activity Date:

* Credits: 30.00

Credit Type: -- SELECT --

* Certificate: Choose File No file chosen

CLICK THE SAVE BUTTON BELOW TO COMPLETE YOUR CERTIFICATE SUBMISSION NOTE: ONLY PDF FILES ARE ACCEPTED.

Save

Mary Gagne
 My Account
 My Credits
 My External Certificates
 Sign Off

Complete the Title of Activity, Date, How many Credits you earned, Credit Type and then attach the file from your computer (must be in a PDF document) and select "Save"

My External Certificates

Use this form to add educational credits earned outside the organization.

Upload Certificate

2015				
This is a Test Certificate	Wed, 10/28, 2015	15.00	AMA PRA Category 1	Edit Remove Credit
Total		15.00		

Mary Gagne

- [My Account](#)
- [My Credits](#)
- [My External Certificates](#)
- [Sign Off](#)

These will be stored in your account!

This is the website for the University of Vermont College of Medicine's CME system.

Connect



That's it!