

CME Activity Application Instructions

1. Go to our online <u>OpenWater</u> platform and select "PAMED CME Activity Application" to start a new application.

Pennsylvania MEDICAL SOCIETY,					
	ADVOCATE. EDUCATE. NAVIGATE.				
OME MY ACCOUNT CME F	ORMS				
ogin to Complete an pplication or to Access udging Panel :mail Address *	Below is a list of the CME forms that are currently available: Activity File Review Organizational Demographic PAMED CME Activity Application				
Lhowell@pamedsoc.org	 Surveyor reporting 				
remember me					

2. Create a New Account

	Penns MEDICAL	ylvania SOCIETY _*
OME MY ACCOUNT CME FORMS	ADVOCATE. EDO	CATE. NAVIGATE.
Login or Create an Ad	ccount	Create a New Account
Lhowell@pamedsoc.org	=	
Password *	lost password?	Last Name *
iremember me	Login	Email Address * Lhowell@pamedsoc.org
		Create a Password *



3. Begin entry of data for the application, noting there are required fields indicated by the asterisk sign. At the bottom of each page, choose either "Save" if you need to exit the submission and return later, or "Save and Next" to continue with the application.

Pennsylvania MEDICAL SOCIETY,				
	ADVOCATE. EDUCATE. NAVIGATE.			
OME MY ACCOUNT CME F	IRMS			
Welcome Leslie Howell	Home / My Applications / Application			
- Home				
2 My Applications	PAMED CME Activity Application			
In Progress (7)				
Complete (2)	Entry Information			
My Profile	Please answer the questions below to tell us about your organization and proposed activity. After we receive your completed application, we will contact you to schedule a brief phone call (up to 30 minutes) to guickly			
My Profile	your completed application, we will contact you to schedule a brief phone call (up to 30 minutes) to quickly			
My Profile Change Password Admin Panel	your completed application, we will contact you to schedule a brief phone call (up to 30 minutes) to quickly review your application, learn more about your activity, and touch base on a few guidelines and processes.			
My Profile Change Password Admin Panel Log Out	your completed application, we will contact you to schedule a brief phone call (up to 30 minutes) to quickly review your application, learn more about your activity, and touch base on a few guidelines and processes.			

4. Once you have completed the required information, select "Save and Finalize" at the bottom of the page to submit your application. If you have any required fields with missing information, you will see those fields highlighted in red. These must be completed in order to actually submit the application for review.

	No Items have been added. Cli	ck on Add Item below.	
Add item			
Target Audience *			
Who are your target healthcar	re professionals?		
Educational Format * What educational format(s) de desired changes achievable?	o you plan to use to make sure yo	ur learners find the educ	ation meaningful and th
Evaluation *			
How will you evaluate this act	tivity for changes?		
Select		•	



5. Once you select "Save and Finalize" you will receive a message asking you to verify that you are ready to submit your application.

marketing, reselling, or distributing health care goods or services consur exemption of non-profit or government organizations and non-health car consider providers of clinical service directly to patients, such as group p commercial interests. All financial support given from a commercial inter comply with the ACCME's Standards of Commercial Support, must be ap	ned by, or used on, patients, with the e related companies." The ACCME does not vractices or for-profit hospitals, to be rest to fund a Category 1 CME activity must pproved by the PAMED CME office, and must
	ciety or your organization as the designated
	ctivity is being supported by a commercial m PAMED;s CME Office before it can be (3) be fully executed for each supporter <u>at</u>
Press OK to Submit your application. You will not be allowed to make changes after submitting.	ME office at <u>cmeadmin@pamedsoc.org</u>
Press Cancel to return to the application.	
You may also press 'Save' instead of 'Save and Finalize'	
to save and return later.	f Agreement guidelines above and
Cancel	he close of the CME activity. All other post-
the close of the CME activity. Questions may be addressed to Cindy Est telephone (717) 909-2628.	ME Office no later than 30 days following sig via email at <u>cessig@pamedsoc.org</u> or via

6. When the application has been successfully submitted, you will will be returned to the Home Page and receive confirmation on the screen.

	Pennsylvania
	MEDICAL SOCIETY.
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AMED APPLICATION HOME	
Welcome Leslie Howell	Thank you for you application!
Welcome Leslie Howell	Thank you for you application! We have received your information successfully.If we have any questions or require additional information, we will contact you.
Welcome Leslie Howell	Thank you for you application! We have received your information successfully.If we have any questions or require additional information, we will contact you. See My Submissions
Welcome Leslie Howell	Thank you for you application! We have received your information successfully.If we have any questions or require additional information, we will contact you. See My Submissions
Welcome Leslie Howell Image: Book of the second	Thank you for you application! We have received your information successfully.If we have any questions or require additional information, we will contact you. See My Submissions

7. You will also receive an automated email from <u>CMEAdmin@pamedsoc.org</u> confirming the submission of your application.



Exiting Without Submitting Your Application

8. If you need to leave the application and return later to complete it, simply choose "Save" at the bottom of the page you are working on and then exit. Upon returning to Open Water, after you log in you can select the "In Progress" option from left side of the home page under My Applications to be taken to a screen showing your applications that have not been submitted yet.

	Pennsylvania MEDICAL SOCIETY _*	
	ADVOCATE. EDUCATE. NAVIGATE.	
HOME MY ACCOUNT CM	E FORMS Below is a list of the CME forms that are currently available:	
Home	,,,,,	
My Applications	Activity File Review Organizational Demographic DAMED CAMPACTURE Activity Activity	
In Progress (6)	Surveyor Reporting	
Complete (2)		
My Profile		
De Change Password		
Admin Panel		
Log Out		

9. Find your application in the list and select "Edit" to continue with that application.

ADVOCATE. EDUCATE. NAVIGATE.						
ME MY ACCOUNT CME FORMS						
/elcome Leslie Howell	In Progres	c				
🕞 Home	There of the last			- h		1
2 My Applications	I nesé Submission	s must be finalized be	etore they ca	n be considered		•
In Progress (7)						
Complete (2)	Last Updated	Program 0	#	Category	† Title	Action
My Profile	11/5/2019 05:07 PM	Surveyor Reporting 1267 (Main)	General	Howell Leslie	Remove Edit Print	
Change Password				General	Howen, Leone	remove (confirming
Admin Panel	11/6/2019 04:27	Organizational 1270	1270	General	Howell, Ari	Remove Edit Print
(I) Log Out	PM	Demographic (Main)				
	11/6/2019 05:57 PM	PAMED CME Activity Application (Main)	1272	General	Howell,Leslie	Remove Edit Print
	11/6/2019 09:57 AM	Organizational Demographic (Main)	1268	General	Howell, Leslie	Remove Edit Print
	11/7/2019 09:21 AM	PAMED CME Activity Application	1274	General		Remove Edit Print