July 1, 2016

Dear Department Chair, Division Director and Conference Director,

Thank you for your interest in working with the Medical University of South Carolina’s Office of Continuing Medical Education (OCME) to develop a continuing medical education (CME) activity for physicians. Continuing medical education is defined by the American Medical Association (AMA) and the Accreditation Council for Continuing Medical Education (ACCME) as

"educational activities that serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships a physician uses to provide services for patients, the public or the profession. The content of CME is that body of knowledge and skills generally accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of healthcare to the public."

If your proposed activity falls within this definition then the first step in developing your CME activity is to download and complete the Request for CME Certification form (Request for CME Certification) and return it to our office no later than 6 months prior to the proposed activity. Then contact us as stated on the form to set up a meeting to discuss your proposed activity with Office of CME staff. We will review MUSC OCME and ACCME criteria and standards with you and answer your questions. The OCME MUST be integrally involved in the design and development of all CME activities that it certifies for AMA PRA Category 1 Credit(s)™. An OCME Manager will be assigned to work with you to develop your CME activity and all required applications and documents for use with your CME activity will be provided to you. Our timeline for completion and submission will also be provided to you. Your OCME Manager will be in constant contact with you throughout the process to assure that your CME activity is fully compliant with ACCME, MUSC, AMA and OIG requirements.

IMPORTANT  If your activity has already been developed, planned, agenda finalized and promotional information has already been distributed we will not award AMA PRA Category 1 Credit™

Information on ACCME and MUSC policies and procedures can be found on our website at www.musc.edu/cme. If you have any questions, please contact the MUSC OCME at 843-876-1925. We look forward to working with you on your educational activity.

Sincerely,

Odessa Ussery, MEd, CHCP
Assistant Dean, Continuing Medical Education
College of Medicine
Medical University of South Carolina
usseryo@musc.edu