



CHICAGO
MEDICAL
SOCIETY

Required Follow Up After the CME Activity

Within 30 days of the completed CME activity, joint providers must submit the following to the Chicago Medical Society (CMS) Office:

- Originals of the CME participants' **pre**-survey and **post**-survey evaluation forms and the pre-printed sign-in (attendance) sheets.
- An electronic and *alphabetized* list (with full names, mailing addresses, and proper designations of all CME participants (i.e. MD's, DO's, PA's, RN's, Residents, Students, etc.).
- A final budget wrap-up (a detailed account of all **actual** income vs. expenses) including a final account of all commercial support (i.e. *educational grants, exhibitors, in-kinds donations*) secured and **how the sources of the commercial support were disclosed to the CME audience** (i.e. copy of final meeting notice, conference guide or agenda).
- Copies of fully signed exhibitor agreements (signed by both the commercial representative and joint provider agreeing to the terms) along with copies of payments that match the exhibitor fees (i.e. copies of checks/credit card payments). **If applicable.**
- Copies of all letters of agreement (LOA) signed by both the commercial representative and joint provider along with copies of the **commercial support checks/credit cards**. Copies of payment **must** match the exact amounts agreed upon on the signed LOA's. **If applicable.**
- Copies of all paid speaker expenses with receipts. **Note:** See current "CMS Policies for Commercial Support, Faculty & Joint Providers." (i.e. speaker honoraria, reimbursement for hotel accommodations, ground transportation, out-of-pocket expenses, etc.)

Joint providers will be invoiced for the number of **non-member** participants at the CME activity once the required follow up has been received. *CME certificates will be processed and issued only after the required follow up, along with any applicable CME fees, has been received by the CMS Office.*