The MetroHealth System CME Policy & Procedures

Subject Joint Sponsorship

Date Effective October 2004

- D. Responsibility of MetroHealth CME Office
 - Attend meetings set up by the Activity Director
 - Educate both the Activity Director and Non-accredited organization with the policy and procedures of the Essential Areas and Policies from both OSMA and MetroHealth CME
 - Process the joint sponsorship application
 - Notify both Activity Director and Non-Accredited Organization of activity status
 - Review all paperwork required for the activity both pre & post activity
 - Sends invoice to non-accredited organization
 - May or may not attend the activity
- E. Definition of Planned CME activities
 - An activity can be designated as an approved CME Category 1 if it meets the MetroHealth CME Mission Statement and meets all guidelines.
- F. Application Time Frame
 - The MetroHealth CME Office should receive CME Jointly Application at least 4-5 months prior to activity start date.
- G. Accreditation & Designation Statements
 - If the MetroHealth CME Committee approves the activity, these statements will be on confirmation letter.
- H. Fees
 - Joint Sponsorship Fee

\$650.00

Written August 2004

Reviewed

Revised July 18, 2006, 2/2015, 12/2018

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