



The State of New Hampshire Board of Medicine

CONTINUING MEDICAL EDUCATION BIENNIAL REPORTING FORM

2 Yr. Reporting Cycle

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Please note change of mailing address here:

N.H. Medical License # _____

Home or Business Address

Street, RR, PO Box _____

City _____

State _____ Zip _____

Home Phone _____

Business Phone _____

AS A CONDITION OF RELICENSURE, ALL PHYSICIANS MUST REPORT BIENNIALY THE TYPE AND AMOUNT OF CONTINUING MEDICAL EDUCATION CREDIT OBTAINED WITHIN THE CYCLE.

INSTRUCTIONS

The responsibility for collecting, maintaining, auditing and reporting CME credits for all physicians has been delegated to the New Hampshire Medical Society/New Hampshire Osteopathic Association. Questions concerning CME requirements and reporting should be referred to the CME Coordinator (603-224-1909 or in NH 1-800-564-1909).

OFFICIAL DOCUMENTATION must be submitted for all Category 1 and 2 credits claimed on this report.

FEE INFORMATION: A PROCESSING FEE OF \$35 PAYABLE TO THE CME COORDINATOR IS TO BE SUBMITTED WITH THIS REPORT.

RETURN THIS COMPLETED REPORT WITH DOCUMENTATION AND FEE BY **FEBRUARY 28** TO:

**CME COORDINATOR
7 NORTH STATE STREET
CONCORD, NH 03301-4018**

I am enclosing payment and appropriate documentation. I hereby certify that the information provided is correct.

DATE

SIGNATURE OF LICENSEE

**COMPLETE ONLY THIS PAGE AND INCLUDE, WITH FEE,
A PHOTOSTATIC COPY OF APPROPRIATE DOCUMENTATION IF
(Either of the items below are equal to 100 hours)**

() You have a current 2 OR 3-year AMA Physician's Recognition Award.

OR

() You have received American Board Certification/Recertification within the past calendar year. Annual Recertifications with a specific number of credits may be used for Category 1 as designated.

If not designated Annual Certifications will be valued at 25 credits .

OR



Category 2: All other categories of CME (60 hour limit per two-year cycle)

A **maximum of 60** credit hours must be claimed in Category 2. Education reported under Category 2 must meet the definition of continuing medical education and fit one of the descriptions of education provided below. Credit hours are based on hour-for-hour participation in CME activity (except the reports of residency/fellowship training and publishing journal articles.)

Provide documentation where possible — Full name, headquarters office address and phone number of sponsoring organization.

a. Attendance at conferences, lectures, seminars designated as AMA — Physicians Recognition Award Category 2 by accredited organizations.

b. CME Lectures and Seminars not designated Category 1. One per year may be used for up to 5 hours for Category 1.

Programs that do not have both accredited sponsorship and meet the definition of a planned program of CME should be claimed here. Examples include scientific sessions, of an accredited organization, which do not meet the definition of a planned program or CME activities of a non-accredited organization that do not have accredited co-sponsorship, such as medical staff meetings in a non-accredited hospital.

c. Medical Teaching.

Credit may be claimed for contact hours of teaching medical students, preceptees, residents, practicing physicians and allied health professionals. Full time faculty can claim credit here.

d. Papers, Publications, Books and Exhibits. One per year may be used for up to 10 hours for Category 1.

Ten credit hours may be claimed, for each chapter of a medically related book, or for each scientific paper published in a medical journal, and for presentation of a paper or exhibit to a medical audience. Credit should be claimed as of the date the materials were presented or published and claimed only once.

e. Non-Supervised CME.

(1) Self-Instruction — journal reading, television, audiovisual materials, **teleconferences, computer assistance.** (2) Consultation — education a physician received from a consultant. (3) Informal educational consultations about a patient. (4) Patient care review — participation in programs concerned with review and evaluation of patient care. (5) Self-Assessment — time spent in a self-assessment examination, not including examinations and quizzes published in journals.

f. Other Meritorious Learning Experiences.

Credit may be claimed for educational activities of a unique educational benefit to a physician that do not match the descriptions of the above activities. To claim credit for any such activity, a narrative report addressing the following questions must be attached to the CME reporting form.

1. The educational need served by the activity,
2. A description of the activity, including the educational content and the way in which learning occurred,
3. The amount of time spent on the project,
4. The number of credit hours claimed.

You may not claim credit for service to medical societies or other medical organizations, for public service, or for research activities.

Training outside the United States may be claimed in Category 1 or 2, provided you enclose the certificate designating ACGME as an approved program.

TO SAVE A STEP IN REPORTING:

Transcripts or computer printouts that have CME the same years as your 2 year reporting cycle are preferred as valid documentation instead of enclosing each category 1 certificate. i.e. — computer printouts/transcript from APA, ACOG, AAFP, AAP, AUA, AAO, AOA, etc. Your category 2 hours will also be considered via the transcripts.

Your list of category 2 CME should be reported on the following page.

