

In December 2020, we launched our online CME reporting system. Please follow the instructions below to access your CME portfolio. We hope you find the system fairly intuitive, but have tried to provide very detailed instructions for those who do not.

Please also know that in January 2020, the NH Board of Medicine (BOM) has instituted a \$100 late fee for physician licensees who either: 1) Do not complete the 100 CME credits within the two-year cycle by December 31; or 2) Do not report those CME credits prior to February 28 of your renewal year.

Your new online CME reporting portfolio tracks whether you have an active NH DEA license for prescribing controlled drugs (using federal data sent to the BOM), allows you to directly upload CME documentation, provides an ongoing summary of reported CME credits, and allows you to remit your CME fee online.

We hope this online reporting system is more transparent and will save you both time and mailing costs, so that you will be able to apply for your renewal license more quickly this year.

### **Step 1: Activate your NHMS Account**

Go to [www.nhms.org/CMEReporting](http://www.nhms.org/CMEReporting). On the sign in page, click "Register Now" and enter the email address that NHMS has on file. You will be asked to create a username and password, but should then be ported directly to your CME Portfolio. You will have a chance to change this email address later if you want.

Once logged in, you may also access your portfolio by clicking "My Account", "Manage My Account" and then choosing "CME Portfolio" from the account action list on the right hand side.

### **Step 2: Enter your CME credits**

At the top of the page you'll see a summary box showing your cycle dates and number of credits submitted.

In the box titled "Current Cycle CME Entries" click "Add Credits Received" to begin entering your credits.

From the "Event" dropdown, choose "Self Reported Credit Entry".

Select the credit type: Category 1, Category 2, or Category 1 Pain Management\*. (Note that if you do not have a NH DEA license the pain management credit option will not appear.)

Under "Claimed credit amount" enter the number of credits earned for the individual activity or the total from a transcript.

Under "Course event/description" enter the course title. If you're reporting a transcript or other bulk entry, enter that description, e.g., "Dartmouth-Hitchcock modules" or "Participating in MOC". For Category 2 credits, simply give a brief description of the activity, e.g., "Read NEJM".

*\*If your pain management credits were part of a larger course or a transcript, you'll need to list them separately, e.g., If your D-H transcript totals 100 credits and 3 of those are pain management, you'll have one entry for "D-H pain management - 3 credits" using "Category 1 Pain Management" as the credit type and one entry for "D-H transcript - 97 credits" using "Category 1" as the credit type. You do not need to duplicate documentation.*

Under "Activity Date", enter the activity date. If the activity covers a range of dates, use the most recent, e.g., If it was a weekend conference, enter the last day. If it's a transcript covering multiple dates, enter the last date listed.

The "Entry Date" will automatically populate with the date you are making the entry, so do not change this.

Click the "Add Credit" button when finished. Continue to click "Add Credits Received" and follow these steps until you've entered all 100 credits.

### **Step 3: Upload your CME documentation**

In the "Current Cycle Documentation" box, click "Add New".

Enter a description of your upload. If it's an individual certificate, or corresponds to just one entry in the list you just completed, try to use the same description. If you're doing a batch upload that covers multiple entries, simply enter "batch upload".

Under "File Upload" click "choose file" to select your file.

Once the file has finished uploading, click the "Save" button.

Repeat these steps until you've uploaded official documentation for all of your Category 1 credits.

### **Step 4: Make your payment**

In the "CME Auditing Fees" box click "Recalculate Fees". This will check the applicable fee boxes. (The late fee will appear if you have a credit entry dated outside of your cycle or have made credit entries after the Feb. 28 reporting deadline.)

Click Submit Fees. This will bring you to the shopping cart where you can enter your credit card information.

If you need to pay by check, please make it payable to "CME Coordinator" and mail it to Mary West, NH Medical Society, 7 North State Street, Concord, NH 03301.

### **Step 5: Wait for Approval**

Double check the CME summary box at the top of the page to be sure your submitted credits add up to 100. You may click the "Ready for Review" button to notify NHMS via email when your submission is complete. Once your report has been reviewed and approved, you'll receive email notification that the audit is complete. You'll also be able to see the approval status in the CME summary box in your account. If there are any questions I'll reach out to you directly.

### **Reminders:**

- Credits must be completed by 12/31 and submitted by 2/28 of your renewal year to avoid a \$100 late fee.
- If you had an extension from the Board of Medicine for your previous cycle, any credits you used for that cycle cannot be used again for the current cycle.
- Please reach out to me at [mary.west@nhms.org](mailto:mary.west@nhms.org) or call the NHMS Office at 603-224-1909, if you have any questions or difficulties. We appreciate your patience during this transition.

Thank you,

Mary West  
Director of CME and Accreditation