Thomas Jefferson University

Welcome: CloudCME® RSS Coordinators Training

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July 23, 2025
12:00 PM

Agenda - July 23, 2025

- Icebreaker
- 2025 RSS training dates
- Workday Charge Code
- Annual Accreditation Cost
- Annual Accreditation Billing
- RSS Application Parts
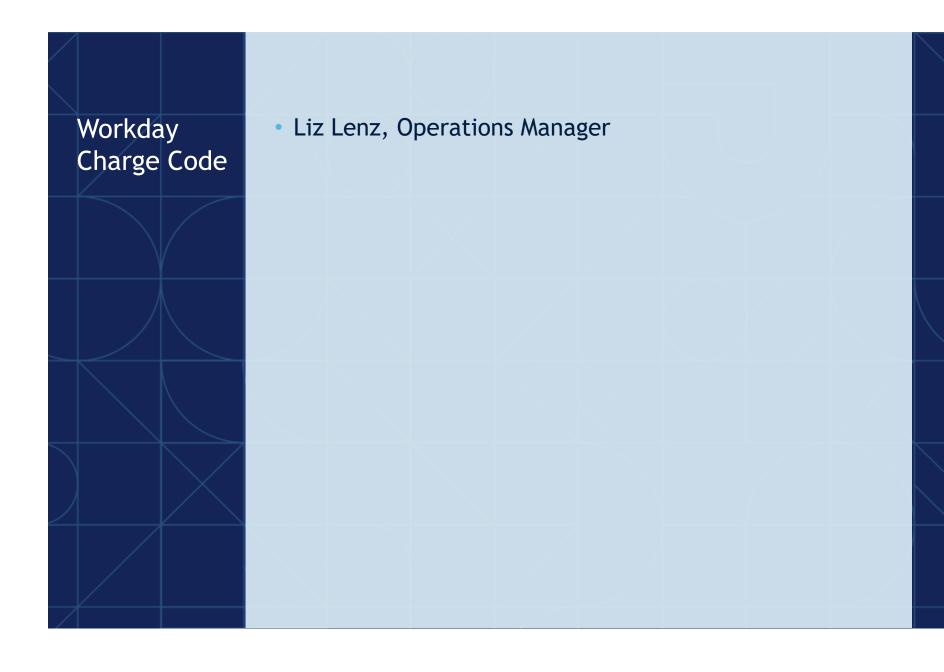- Professional Development
- New item

ICE BREAKER?

Share your favorite vacation spot in Chat.

OCPD RSS Coordinator Technical Training
12:00-1:00 pm

Training Dates:

1. ~~December 11th~~
2. ~~January 29th~~
3. ~~May 1st~~
4. July 23rd
5. September 24th
6. October
7. December

Workday Charge Code

- Liz Lenz, Operations Manager

New Workday Charge Code Format

Company (C0_XXX)	Ledger Account (XXXXX	Category (SCXXXX)	Cost Center (CCXXXXXX)	Operating Unit (OU_XXX)	*Project/Gift/Grant (Product_XXXXXX)
*If applicable					

Thomas Jefferson University | HOME OF SIDNEY KIMMEL MEDICAL COLLEGE

Academic Year 25-26 Annual Accredited CE Fee Structure

- CME fee is based on affiliation and frequency

ACCME Definitions

Live Activities – The same content is offered multiple times for different audiences. Although it may happen weekly, monthly, or quarterly, it is not considered a series as the audience varies with each meeting.

Regularly Scheduled Series (RSS) – A live activity planned as a series with multiple sessions, offered weekly, monthly or quarterly. Primarily planned by the accredited organization's staff and generally targets the same audience over the whole series. Examples include grand rounds and tumor boards. **Source**: https://www.accme.org/faq/how-regularly-scheduled-series-defined

	DIRECTLY AFFILIATED	JOINTLY SPONSORED
	$2,150 Weekly/Biweekly	$3,500 Weekly/Biweekly
	$1,490 Monthly/Quarterly	$2,400 Monthly/Quarterly

Included in Annual Fees (over 200 RSS activities)

Review and approval of CE Applications (edits usually required)

Refresher training on completing CE Application

Review and mitigation of annual financial disclosures

Year-long reviewing, monitoring and tracking of sessions in CloudCME

Weekly (52 sessions)
Bi-monthly (26 sessions)
Monthly (12 sessions)
Quarterly (4-5 sessions)

Customer service and problem-solving on system issues

Annual Accreditation Billing Process – Step-by-Step Guide

- Verify Course Details
  - Confirm Activity ID, Title, and Fiscal Year
- Determine the billing amount
  - Weekly $2,150.00
  - Monthly $1,490.00
  - Note: the type of payment (i.e., check or credit card; split the cost)
  - Send the Workday Charge Code
- Confirm Workday Charge Code
  - Request Workday Charge code
  - Ensure it's tied to the correct department
- Submit Charge Code
  - Email the code and Activity ID to the OCPD Operations Manager
- Internal Review and Processing
  - OCPD logs and processes internally
  - The finance system initiates a charge
- Confirmation & Recordkeeping
  - Confirmation sent after processing
  - Keep a copy for departmental records

Step 1: Verify Course Details

- Confirm the Activity ID, Title are accurate
- Ensure the activity is active and owned by the department

Step 2: Determine Billing Amount

- Standard Accreditation Fees:
  - Weekly: $2,150.00
  - Monthly: $1,490.00
  - ABIM MOC: $750.00

Step 3: Confirm Workday Charge Code

- Request the **Workday Charge Code** from the RSS Activity Coordinator
- Make sure the code is valid

Step 4: Submit Workday Charge Code

- Email the **Workday Charge** Code with Activity ID to the OCPD Operations Manager
- Include the Department Head
- Confirm receipt of submission if needed

Step 5: Internal Review & Processing

- OCPD RSS Lead will log the charge code and prepare documentation
- OCPD Operations Manager will initiate the billing process
- Allow time for internal approval workflows

Step 6: Confirmation & Recordkeeping

- RSS Lead will send a confirmation once the billing is processed
- Keep a record of the charge confirmation for your department
- Store documentation for future audit or reference

CE Application Components

Basic Activity Information

Credit type requested

Activity type

Delivery method

Activity description

Location

Target audience

Planners and Faculty

Gap and Needs

Professional practice gap

Barriers

Supporting evidence

Objectives /Learning Outcomes

Commercial Support

Commendation Criteria

Course Director Signature

RSS Renewal Application Schedule FY25-26

- Dates are based on the RSS frequency

Course Frequency	Deadline
~~Weekly - Biweekly~~	~~April 30, 2025~~
~~Monthly~~	~~May 30, 2025~~
~~Quarterly~~	~~June 1, 2025~~
Special (September-June)	August 1, 2025

Professional Development Opportunities

- MAACME *Mid-Atlantic Alliance for Continuing Medical Education*
  https://maacme.clubexpress.com/

- MAACME's membership fee is $35.00

- Benefits
  - Book Club
  - Chats
  - Webinars
  - Annual conferences for the CME team registration discounts
  - Network with other healthcare education professionals

- 2025 MAACME Annual Conference – November 5-6, 2025
  Normandy Farm Hotel & Conference Cener
    http://www.normandyfarm.com/