



Wolters Kluwer

When you have to be right

UpToDate<sup>®</sup>  
*Earning and  
redeeming  
CME/CE/CPD  
credit*

**A STEP-BY-STEP GUIDE**

[www.uptodate.com](http://www.uptodate.com)  
[www.wolterskluwer.com](http://www.wolterskluwer.com)



# UpToDate CME/CE/CPD credits



## UPTODATE MAKES IT EASY TO EARN AND REDEEM CME/CE/CPD CREDIT

UpToDate is accredited and recognized by colleges, associations, and authorities from around the world, and is a globally accepted information resource and learning tool.

- Clinicians can use the time they already spend researching clinical questions with UpToDate toward continuing professional development requirements — including those researched on a mobile device.
- No test, fees or use of third party provider required.
- Credits are organized by month and can be redeemed for up to two years.
- You can redeem your credits at your convenience 24 hours a day, 7 days a week.
- View and print previous CME/CE/CPD submissions as needed.

**Note:** *To see if you can use UpToDate to fulfill CME requirements in your country or specialty, please visit [www.uptodate.com/cme](http://www.uptodate.com/cme) for the most current list of CME requirements.*

# Managing your CME/CE/CPD credits

UpToDate automatically records your usage and lets you easily review and manage the credits earned.

Log in to UpToDate. Click the CME link to manage your CME/CE/CPD credits:

The screenshot shows the UpToDate website interface. At the top right, the user is logged in as 'John Smith' and has 'CME 10.5' displayed in a red box. The main heading is 'Process CME Credit for John Smith'. Below this, there are instructions for selecting a month to submit and verifying activity. A sidebar menu on the left is titled 'CME/CE/CPD' and includes links for 'Process My CME/CE/CPD', 'View My Past Submissions', 'View/Change My Settings', 'Accreditation Statements', and 'CME/CE/CPD FAQs'. At the bottom, there is a table showing credit details for March 2016.

Month	Potential Credits	Completed Credits	Submit
March 2016	10.500	0.500	<input type="button" value="Submit"/>
<b>Total Credits Selected:</b>	<b>10.500</b>	<b>0.500</b>	<b>0.5</b>

- **Redeem CME/CE/CPD** — Credits or contact hours may be processed online for up to two years from the time they were accrued. **Credits not redeemed within two years will expire.**
- **View Past Submissions** — Clinicians can view/print past CME/CE submissions and certificates as needed.
- **View/Change My Settings** — UpToDate fulfills a variety of continuing education requirements for clinicians around the world. Simply select credit/country preference to fulfill your local requirements.
- **Accreditation Statements** — Our website always provides a current list of accrediting organizations. Visit [www.uptodate.com/cme](http://www.uptodate.com/cme).
- **CME/CE/CPD FAQs** — get answers to your questions regarding managing your CME.

# Earning and Redeeming your CME/CE/CPD credits

## EARNING CME/CE/CPD CREDITS

In order to earn CME/CE/CPD credits, **you must be a registered user of UpToDate Anywhere with a unique user name and password.** This allows UpToDate to recognize you as an individual user within your organization so that CME/CE/CPD credit can be allocated to your account.

If you are not sure if you are registered, please check with your hospital administrator on how to register and log in.

Once registered, log in with your UpToDate user name and password each time you use UpToDate to accrue CME/CE/CPD credit when researching clinical questions.

Clinicians can use the time they spend with UpToDate to fulfill continuing professional development requirements including MOC Part II of several ABMS Member Boards.

## REDEEMING CME/CE/CPD CREDITS

Each credit/country has opted to recognize one of two tracking methods. UpToDate offers both of these methods. Visit [www.uptodate.com/cme](http://www.uptodate.com/cme) for a current list of accrediting organizations.

**Point-of-care learning** — tracks research question, topics reviewed, and user documentation of how information was applied in practice.

**Time-based tracking system** — tracks length of time user spends reading a topic (up to 10 mins per topic per session).

Credits are associated with your account and stay with you if you change organizations. Simply log in with your existing credentials in the new organization to retain your current CME/CE/CPD credits.

### 1 Redeem credits for point-of-care learning method:

- Log in to UpToDate. Click the CME link.

Notice that within each month listed there is a column for Potential Credits and a column for Completed Credits.

The first step is to move the credits you want to submit from the Potential Credits column to the Completed Credits column.

- Click the month that contains the credits you want to complete:

Month	Potential Credits	Completed Credits	Submit
March 2016	10.500	0.000	<input type="checkbox"/>
<b>Total Credits Selected:</b>	<b>10.500</b>	<b>0.000</b>	<b>0</b>

### 2 When you click on a specific month, you will be brought to a screen where you will provide the following information: the type of information you searched and the way you applied this information to your practice.

- Click the appropriate boxes that best describe your research in UpToDate.

Date	Source	Search Term/Clinical question	Topic(s) Reviewed	I searched for information about (Check one):	How did you apply the information to your practice? (Check one):	Credits
Mar 15 2016 03:13:50PM GMT	WEB (UpToDate Individual Web)	knee exam	03:13:50PM GMT Physical examination of the knee	<input checked="" type="checkbox"/> Clinical manifestations <input type="checkbox"/> Diagnosis <input type="checkbox"/> Treatment <input type="checkbox"/> Prognosis <input type="checkbox"/> Prevention <input type="checkbox"/> Other	<input checked="" type="checkbox"/> This modified my plan <input type="checkbox"/> This reinforced my plan <input type="checkbox"/> I need more information	0.5

Note: If you are using the time based tracking method, the steps will be the same, except you will not be required to document how information was applied in practice.

### 3 Notice when you complete your selection, the row turns from green to white and the number of credits changes from zero to .5 to indicate these credits are now available for submission.

- Click the Save button at either the top or bottom of the screen.

### 4 After you click the Save button, you will be brought back to your Process CME page. Select the Completed Credits you would like to submit. Check the box in the Submit column.

- Click Continue at the bottom of the page.

### 5 You will be brought to the CME Evaluation page where you will be asked to provide answers to several evaluation questions.

- Answer the questions, click Submit.
- Review the verification page and, if all is correct, click Submit.

### 6 The CME Confirmation page allows you to View or Print your certificate.

Print your certificate and submit it to the appropriate licensing organization or you can save and attach it as a PDF and email it.

Once you've processed your CME/CE/CPD credits, your certificate is automatically stored within your submission history. Certificates and associated activity logs may be downloaded and reprinted as needed.

To view previously submitted credits, look to the menu on the left and choose View My Past Submissions.



# Contact Us

## END-USER CUSTOMER SUPPORT

To reach end-user customer support for **individual subscribers or users at an institution**, please contact:

### EMAIL

[customerservice@uptodate.com](mailto:customerservice@uptodate.com)

### PHONE

1-800-998-6374 or +1-781-392-2000  
Monday through Friday, 7 a.m. – 9 p.m.  
(Eastern Time)