



CONTINUING MEDICAL EDUCATION

OSU Center for Health Sciences

Policy Statement for ECHO RSS Activities Awarding Attendance Manually

The *Oklahoma State University College of Osteopathic Medicine, Office of Continuing Medical Education* (OSU-CME) reserves the right to determine eligibility of continuing medical education credits based on the *American Osteopathic Association (AOA) CME Sponsors Guidelines*.

The following policy will be implemented starting August 1, 2022.

The timeframe for attendees to text in their attendance for an RSS activity is 5 minutes prior, during or 30 minutes after the session.

Attendance will NOT be recorded manually if:

- Attendee alerts the ECHO Coordinator of technical issues outside of the session timeframe.
- Attendee does not have their phone paired.
 - (This will need to be completed before attendance is manually entered, so that they do not continue to run into the same issue.)
- Attendee attempted texting in their attendance outside of the session timeframe and received an error message.
- Attendance will not be recorded for any sessions that occurred more than 24 hours prior to a request.

Attendance WILL be recorded manually if:

When submitting a request for attendance to be manually recorded, provide the session ID code and the Zoom attendance report to the CME Coordinator via email.

- Attendee alerts the ECHO Coordinator of their technical issue during the session timeframe.
 - ECHO Coordinators do NOT have to email the request to the CME Coordinator to add attendance within the session timeframe, but **MUST** include the correspondence showing that the attendee did contact the ECHO Coordinator during the session timeframe.

Exceptions

- Exceptions can be made depending on the circumstance, at the discretion of the CME Office.