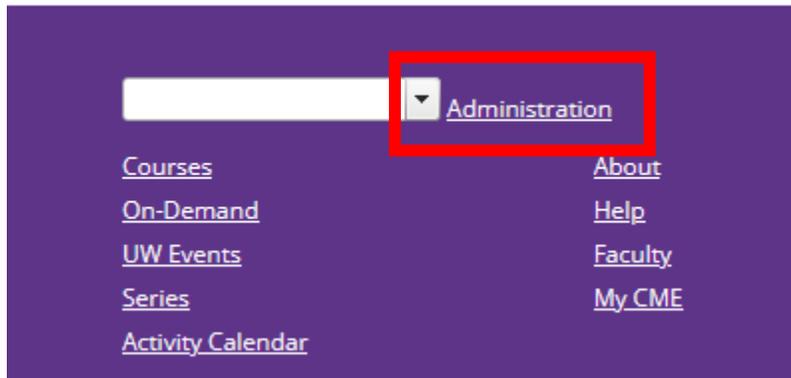


## **Review Faculty Disclosures**

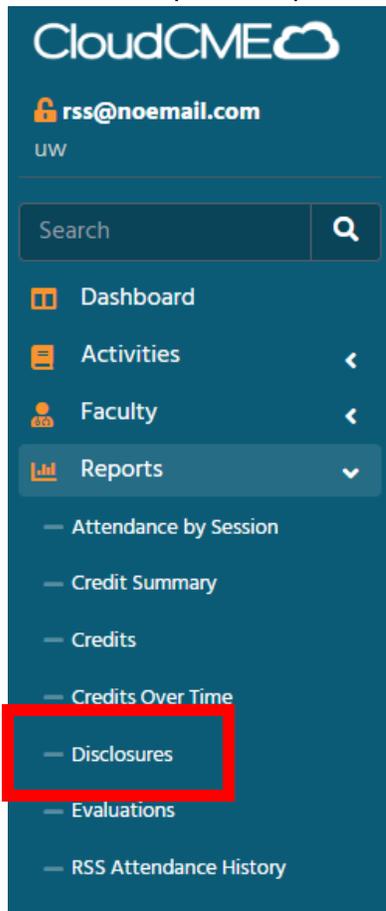
1. Please do not use Internet Explorer. Our system works best with Chrome and Firefox
2. Go to <https://uw.cloud-cme.com>
3. Sign-In to the portal using your email as your login and your password
4. Scroll to the bottom of the page and click on the [Administration](#) link.



There are several ways to review faculty disclosures. You can look up a specific faculty member through the Disclosure report. Review disclosures for a department course, enduring material, or “Other” activity using the Faculty COI Mitigation Manager screen or the Faculty Management screen. Or for a regularly scheduled series, use the RSS Dashboard.

## Disclosure Report

1. Under the Reports dropdown on the left-hand side, select *Disclosures*.



2. You can search for the faculty member by entering their (Last Name, First Name) into the Individual search box or searching by activity ID/Name.

**Disclosures**

Instructions: Select an activity from the drop down list. Alternatively, you can look up an individual by last name and if a disclosure has been submitted, it will display in the report. The report may take a minute to create. Please be patient. When finished you can export the report to several formats including PDF.

Activity:   Parents Only  Individual:

Tester, Mary (108484) jessicalminick@gmail.com  
TESTER, MARY (88765) TESTER@nomail.com

### 3. Select the name and Export PDF

**Disclosures**

Instructions: Select an activity from the drop down list. Alternatively, you can look up an individual by last name and if a disclosure is not found, you may take a minute to create. Please be patient. When finished you can export the report to several formats including PDF.

Activity:   Parents Only  Individual:

Default (1).pdf  
Open file  
See more

Draw Read aloud 1 of 5

## Disclosure of Financial Relationships

### For Mary Tester

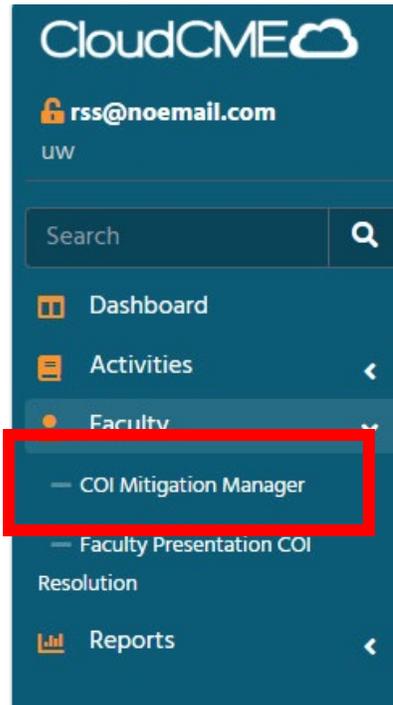
#### Information You Need to Know to Disclose Your Financial Relationships with Companies Related to Healthcare Products or Services

#### Why We Ask:

As an accredited provider, we require your assistance to comply with accreditation guidelines and help us create high-quality Accredited Continuing Education (ACE) that is independent of industry influence. To participate in this educational activity, all individuals who have the ability to influence and/or control the content of this ACE activity must disclose all financial relationships with all companies - whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients - over the past 24 months.

## COI Mitigation Manager

1. Under the Faculty Tab select **COI Mitigation Manager**.



2. Enter the Activity Name or Number, and make sure the Start and End date range include the dates of the activity.

### COI Mitigation Management

**Instructions:** To begin, enter an activity name in the drop-down list or select the date range and click Search. The screen will display a list of all Faculty and Planners assigned to the Activity A that have potential Conflict of Interest(s). Here, the COI mitigation process can be managed directly in the table, which allows the user to view the Presentation, Status, Disclosures and Review add and/or remove reviewers, add comments, etc.

Activity Name...  Parents Only ⓘ Start Date: 12/19/2023 10:28 AM

End Date: 1/19/2024 10:28 AM    Filter By Status: All  Filter By Event Type: -- Select --

### 3. Review the disclosure list for faculty and planners.

#### COI Mitigation Management

**Instructions:** To begin, enter an activity name in the drop-down list or select the date range and click Search. The screen will display a list of all Faculty and Planners assigned to the Activity Agenda that have potential Conflict of Interest(s). Here, the COI mitigation process can be managed directly in the table, which allows the user to view the Presentation, Status, Disclosures and Reviewer(s), add and/or remove reviewers, add comments, etc.

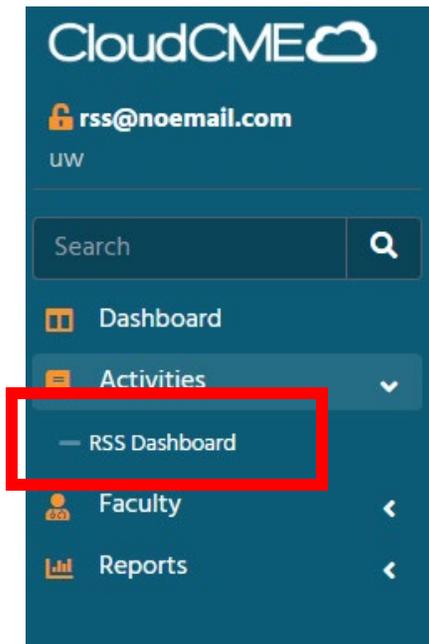
Cloud Enterprise Text Attendance RSS 12-19-2023 10:28 AM  Parents Only  Start Date: 12/19/2023 10:28 AM End Date: 1/19/2024 10:28 AM Search Filter By Status: All

Filter By Event Type: -- Select -- Manage Faculty

Full Name	Faculty/Planner	Presentation	Activity	Status	Presentation File	Disclosure	Declared Relationships	Mitigation Method	Reviewer(s)
Bananas Test, MD	Faculty	Cloud Enterprise Text Attendance RSS 12-18 - 12/19/2023	Cloud Enterprise Text Attendance RSS 12-18 - Cloud Enterprise Text Attendance RSS 12-18 - 12/19/2023	APPROVED		Nothing to disclose - 11/06/2023	Select Relevant Relationships		
Kristie Herbord	Faculty	Cloud Enterprise Text Attendance RSS 12-18 - 12/19/2023	Cloud Enterprise Text Attendance RSS 12-18 - Cloud Enterprise Text Attendance RSS 12-18 - 12/19/2023	APPROVED		Nothing to disclose - 11/06/2023	Select Relevant Relationships		
Mary Tesler, ARNP	Faculty	Cloud Enterprise Text Attendance RSS 12-18 - 12/19/2023	Cloud Enterprise Text Attendance RSS 12-18 - Cloud Enterprise Text Attendance RSS 12-18 - 12/19/2023	PENDING		Consulting Fee-2018 Surplus - 12/13/2023	Select Relevant Relationships	Select Mitigation Method	Jessica Minick, MPA Revisions Requested

## RSS Dashboard

### 1. Under the Activities tab select **RSS Dashboard**.



2. Enter the Activity Name or Number and review the date range to include the dates of your activity.

**RSS Dashboard**

*Instructions:* This screen displays upcoming Regularly Scheduled Series (RSS) child activities. Enter an RSS activity name, a date range and/or select a status to display RSS child activities. To edit an activity, click the activity name or the Manage Faculty button in the Faculty column. Enter the last name and select the faculty from the drop-down list. Clicking the Request Disclosure checkbox will send an email for the faculty member to complete their disclosure.

Activity Name...  Parents Only

Date Range: 12/19/2023 1/19/2024 Status: All Location: Department:

Planner: Faculty: Specialty:

3. For an RSS both the Parent and Child Activities will be listed. Disclosure information will be available under the **Planners & COI Status** column and the **Faculty** column.

Child Status	Details	Topic	QR	Planners & COI Status	Faculty
PENDING	Series Name: Cloud Enterprise Text Attendance RSS 12-18 Tuesday, December 19, 2023 5:00 AM - 6:00 AM Location: Hybrid Department: N/A Parent ID: 9055 Child ID: 9067	<a href="#">Cloud Enterprise Text Attendance RSS 12-18 - 12/19/2023</a> 	<input type="button" value="Single Scan QR"/>	<input type="button" value="Manage Planners (1)"/> <input checked="" type="checkbox"/> CMECONF UW Test (Activity Administrator) Disclosure submitted: 11/6/2023 Disclosure: Nothing to disclose - 11/06/2023	<input type="button" value="Manage Faculty (1)"/> Bananas Test, MD Disclosure submitted: 11/6/2023 Disclosure: Nothing to disclose - 11/06/2023