

Indiana University School of Medicine: CME Accreditation Fee

All activities certified for CME credit include the following services designed to ensure compliance with ACCME/IUSM Accreditation policies and procedures:

- Ensure that physician learners will have participated in an educational activity that is expected to serve, maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession.
- Guidance to ensure activity aligns with ACCME and AMA standards
- Review, assist with and approve application and planning document
- Facilitate adherence to CME Conflict of Interest policy
- Facilitate adherence to related IU and IUSM policies.
- Facilitate adherence to CME related rules on marketing materials.
- Evaluation management and activity feedback
- Issue *AMA PRA Category 1 Credits™* to physicians and certify attendance for all other learners
- Certificate/ credit transcript record keeping for a minimum of 6 years and provide transcripts and customer service to attendees

Live Activity Fee Structure

Live CME activities including courses, conferences, and workshops, take place at a specified date, time and location. Complete Steps 1 through 4 for a cost estimate on our services.

STEP 1: Assign a point value for each component according to the information in the columns below and total:

| Component | 0 points | 1 point | 2 points | 3 points | 4 points | 5 points | Total/Row |
|---|----------|----------------|-----------|----------|---------------|----------|-----------|
| Target Audience | IU/IUH | Local | Statewide | National | International | | |
| Total CME Hours | | ≤4 | <9 | <17 | <25 | ≥25 | |
| Total Presenters | | ≤4 | <9 | <17 | <25 | ≥25 | |
| Unrestricted Educational Grants from Industry as defined by ACCME | None | Client seeking | | | CME seeking | | |
| Exhibitors and/or sponsorships from Industry as defined by ACCME | No | Yes | | | | | |
| Registration Fees Managed by IUSM CME | No | Yes | | | | | |
| Nursing/Social Work/Pharmacy Credit | No | Yes | | | | | |
| Repeated Activity (same content different audience) | No | >1 | ≥4-12 | ≥12-40 | >40-100 | >100 | |
| Less than 2 months out | No | Yes | | | | | |
| Total Points: | | | | | | | |

STEP 2: Take your total complexity points from STEP 1 and match with the appropriate fee:

| Total Points | Base Certification Fee Plus Price Per Learner |
|----------------|---|
| 0 - 3 points | \$500 plus \$10 per learner |
| 4 - 5 points | \$800 plus \$10 per learner |
| 6 - 8 points | \$1000 plus \$10 per learner |
| 9 - 11 points | \$1500 plus \$10 per learner |
| 12 - 15 points | \$2000 plus \$10 per learner |
| >15 points | \$2500 plus \$10 per learner |

STEP 3: Below is a list of additional responsibilities for a typical live activity not included in the accreditation fee. A consultation appointment is required to determine final service fees.

| | |
|-------------------------|----------------------------------|
| Logistical Arrangements | Technology/Audience Response |
| Registration Processing | Financial Processing (IU only) |
| Marketing | Exhibits /Sponsorships (IU Only) |

STEP 4: Total Fees. Note this is an estimate. Final costs will be agreed upon by the activity planner and IUSM CME.

| | Total |
|--|-------|
| CME Certification Fee (Step 2): | |
| # of learners x \$10 (does not include students, residents, fellows, or presenters) | |
| IU Only: 20% charge for Exhibitors and/or sponsorships from Industry as defined by ACCME for under-funded CME activities. | |
| Additional Add-on Charges (Step 3): Determined after consultation | |
| IUSM CME Total Estimate: | |

For more information please contact us at 317-274-0104 or cme@iu.edu

Visit our website at <http://cme.medicine.iu.edu/pricing>



INDIANA UNIVERSITY
DIVISION OF CONTINUING MEDICAL EDUCATION
School of Medicine

11/15/2016

Step 3: Live Activity Additional Services

| | | | |
|--------------|---------------------------------|--|-------------------|
| Registration | Online Registration | No Charge Includes collection of learner data, custom questionnaire, and reports. | |
| | Registration Payment Processing | Credit card transaction fee will be passed on to you. No additional charge for processing and refunds. Onsite Walk-in registration fee collection included for max of 2 hours. | |
| | | | Sub Total: |

| | | | | |
|-------------------------|---|--|--|--------------------------------|
| Logistical Arrangements | Total Event Management Fee | \$1000 Plus Costs Includes all ala carte services and one staff member for registration processing. Does not include travel. | | |
| | Ala Carte Services Plus Cost of Items | | | |
| | Venue - Selection + Contract Coordination | \$150 | Speaker Travel – Lodging, Parking + Ground Transportation | \$50 per person |
| | Audio Visual - Selection + Contract Coordination | \$150 | Speaker Travel - Air Transportation | Traveler Responsibility |
| | Catering - Selection + Contract Coordination | \$150 | Onsite and Day of the Activity | |
| | Course Material Collection + Print | \$100 | Walk-in Registration Fee Collection (2 hr max) | No Charge |
| | Course Material Collection Online Posting (Materials via Box.com) | \$50 | Registration Processing + Meeting Logistics (per staff member) | ½ day = \$200 1 day = \$400 |
| | | | Sub Total: | |

| | | | | |
|-----------|--|-------------------|--|-------------------|
| Marketing | IUSM CME Calendar Listing | No Charge | Brochure Creation + Design | \$500 |
| | Indianapolis Medical Society Listing | No Charge | Brochure Distribution Management (Mail/Email) | \$100+ plus costs |
| | QR Code Creation | No Charge | SWAG Procurement | \$100 + Costs |
| | Save the Date Creation + Design | \$250 | Securing Free Contact Lists (IUH, Alumni, Society) | No Charge |
| | Save the Date Distribution Management (Mail/Email) | \$100+ plus costs | Third Party Mailing House List Procurement | \$200+ Costs |
| | | | | Sub Total: |

| | | | | |
|------------|---|--------------|-----------------------------|------------------------|
| Technology | Audience Response System Procurement + Facilitation | \$100+ Costs | Advanced Website Creation | Determined Per Project |
| | Video Streaming + Recording Facilitation | \$100+ Costs | Advanced Tech Support Other | Determined Per Project |
| | | | Sub Total: | |

*IU/IUH Activities Only

| | | | | |
|----------------------|---------------------------------------|--|-------------------|--|
| Financial Processing | Total Financial Processing Fee | \$500 Plus Costs Includes all ala carte services | | |
| | Ala Carte Services | | | |
| | Honorarium processing + payment | \$50 per speaker | | |
| | Speaker Travel/Meal Reimbursement | \$50 per speaker | | |
| | Faculty Meal Reimbursement | Department Responsibility | | |
| | | | Sub Total: | |

| | | | | |
|------------------------------|--------------------------------------|---|-------------------|--|
| Exhibits and/or Sponsorships | Industry Exhibitors and Sponsorships | Plus 20% of Exhibit Fees Collected Includes solicitation to prospective exhibitors, facilitation of exhibitor agreement, collection of payment, and ensuring compliance of ACCME and IU policies. | | |
| | | | Sub Total: | |

Cancellation Policy: If you revoke or withdraw interest in CME accreditation of an approved activity less than 30 days of your scheduled activity date, a cancellation fee will may be charged to the client. The cancellation fee amount will be based on 50% of the CME base accreditation fee quoted on the original cost estimate. Cancellations should be made via email or phone to your assigned Activity Coordinator.