**TWO (2) WEEKS PRIOR TO ACTIVITY**

* **Initiate activity**

Activity Coordinator sends INMED the following activity details, if regular schedule/calendar hasn’t already been provided.

1. Activity Date
2. Scheduled Moderator for Activity, if name and disclosure is not currently on form as Planning Committee/Moderator.

* **Copy of activity announcement sent to INMED**

**ACTIVITY DAY**

* **Print Credit Claim Form (CCF) and take to activity for learners to claim credit.**

*Review CCF for accuracy, including proper activity date, moderators, planners, planning committee, learners and that the most recently approved CCF is used.*

* **After activity, review and scan Credit Claim Form to prepare for submission**

*Please write any updates/changes to CCF in pen prior to sending to INMED and ensure learners have initialed and credit amount has been requested. If a learner has written their name onto the CCF ensure names, credentials and emails are legible.*

* **Visit INMED hosted Accredited Continuing Education webpage and complete Checklist, attach/upload scanned Credit Claim Form to Checklist.**

*Activity Coordinator needs to ensure question #8 is completed or that HIPAA compliant meeting minutes are uploaded to ensure activity has meet ACCME educational reporting standards.*