

Purpose

ACCME-accredited providers must maintain specific CME activity records. Record retention requirements relate to the following two topics: Attendance Records and Activity Documentation. Maintenance of this documentation enables the provider to meet the requirements for annual year-end reporting and reaccreditation review.

Policy

1. Attendance Records: An accredited provider must have mechanisms in place to record and, when authorized by the participating physician, verify participation for **six years** from the date of the CME activity. Attendance is recorded via the text code and all participants are encouraged to text in the code for attendance tracking.
2. Activity Documentation: VUMC OCPD retains activity files/records of CME activity planning and presentation during the current accreditation term or for the last twelve months, whichever is longer.
3. VUMC OCPD will retain via each individual department that hosts an activity files/records of CME activity planning and presentation during the current accreditation term or for the last twelve months, whichever is longer.