



CloudCME®

Training Manual for Users

Billings Clinic CME utilizes a web portal which allows learners to record their own attendance, access their CME transcript, and much more through one user-friendly portal.

You can access the Billings Clinic CloudCME portal by visiting <https://billingsclinic.cloud-cme.com/> to set up your portal account. Once your account is set up, you will be able to claim credit directly through this portal, via the mobile app, or via SMS texting.

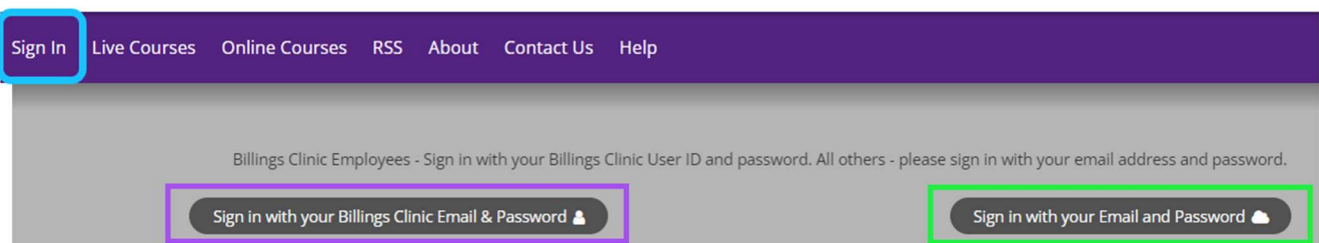
The guide below will familiarize you with the web portal screens.

guide that outlines how to set up SMS texting and how to get connected to via the CloudCME mobile app in the event you prefer one of these over the web portal. Setting up one of these options makes getting credit is as easy as taking a picture or sending a text message!

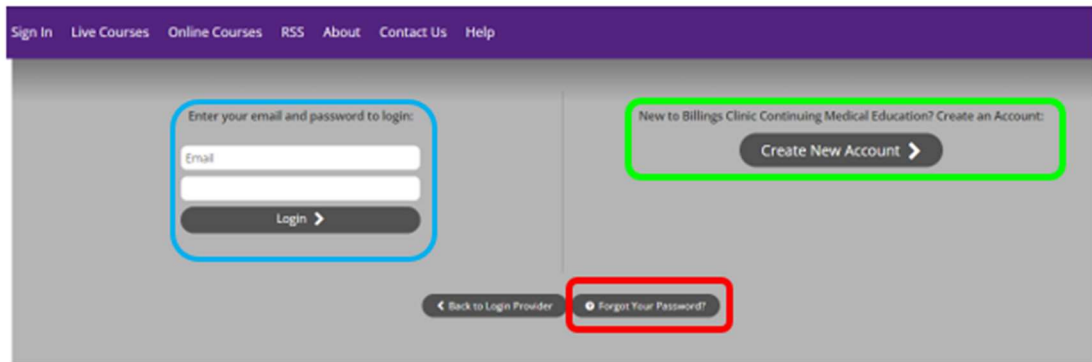
Upon creation of your account, please complete your profile under the "My CME" button along the purple banner. As always, please let us know if you have questions, are experiencing problems, or would like assistance getting everything connected.

To access your account via computer.

1. To begin, enter the URL address <https://billingsclinic.cloud-cme.com/> to access CloudCME™. Billings Clinic employees may go to the 2nd Icons page and click on the button labeled CloudCME.
2. Along the top of the screen, locate and click **Sign In**.

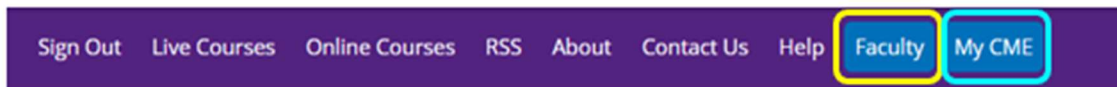


- **Billings Clinic** employees will utilize the option that appears on the left as outlined in the purple box. Your user ID is your full Billings Clinic email address and the password is the same one used to access your computer.
- **Logan Health** employees and all other learners will utilize the option on the right as outlined in the green box and sign-in with their email and password.



- If you already have an account on this portal, please enter your details in the area outlined by the blue box above.
- If you are new to this portal, select "create new account" as outlined in green box above.
- If you already have an account but cannot remember your password, please use the 'forgot your password' option outlined in red above. A system generated email will be sent to you and may end up in your spam email folder.

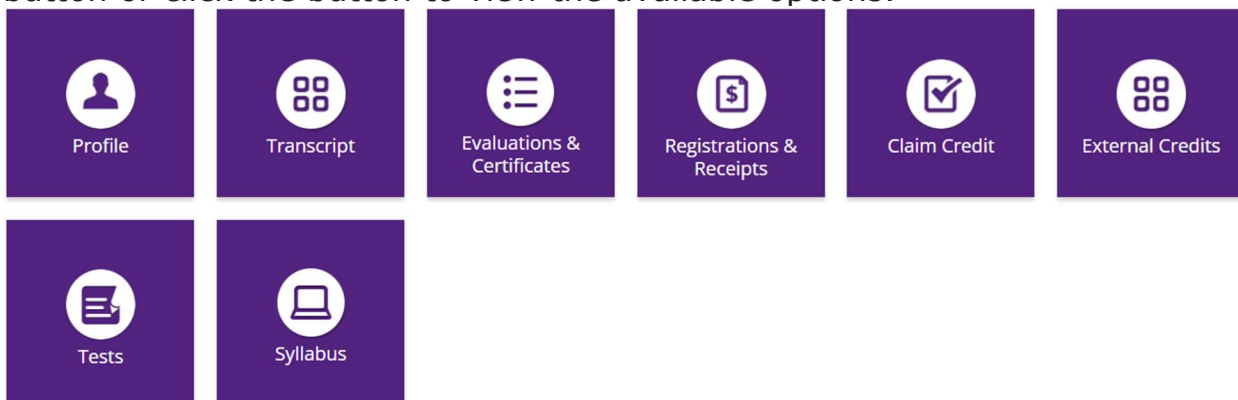
3. Once signed in, a new option will appear in the banner bar.



- a. Click the **My CME** button to access your profile and documents specific to you.
- b. If you are a faculty member for an activity, you will also see a 'faculty' button.

Options within the My CME button

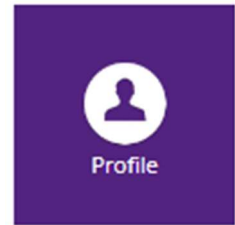
Several items are available in the My CME section. You can hover over the My CME button or click the button to view the available options.



Profile

Click the **Profile** button to access and update your profile.

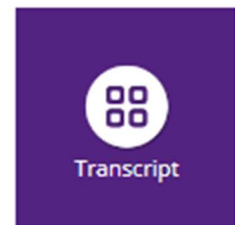
- Required fields are marked with an asterisk (*).
- Please be sure to update your profile with your name, degree, profession, and a cell phone number. This will allow you to text in attendance for future events.
- Inclusion of month and day of birth, state license, and board certification information, in addition to opting-in to the check box at the bottom of the profile page allows the Billings Clinic CME office to report CME participation to participating boards and the FSMB on your behalf, if applicable.
- When your profile is complete, click the **Submit** button at the bottom of the screen.



Transcript

The transcript contains a listing of continuing education activities completed through Billings Clinic CME.

- To search for transcripts, select a date range for your transcript records or filter by credit type.
- Transcripts may be e-mailed or downloaded.
 - RSS activities (recurring scheduled series like grand rounds, case conferences, etc.) will not have certificates. Participation credits will show on the transcript.
- Medical staff offices often accept official transcripts for recredentialing processes.
- Documentation from non-Billings Clinic CME accredited activities can be uploaded, if you choose. These activities will not show as part of the transcript but will be available as other documents in this area.



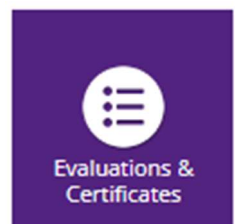
** Many licensing boards and certifying bodies do not require a formal certificate. Please check with your licensing boards and/or certifying bodies to obtain their proof-of-CME requirements.

Evaluations & Certifications

Evaluations:

If an activity has an evaluation set up within this portal, it will be available in this area. Once the evaluation is completed (if required), a certificate will be available.

- Locate the activity you completed from the list. Complete the evaluation (if required) and your certificate of completion button will display.
- Activities hosted by entities other than Billings Clinic CME may use a different process for activity evaluations.



Certificates:

- Certificates will only be issued for conference-style course activities such as conferences and symposia.
- RSS activities (recurring scheduled series like grand rounds, case conferences, etc.) will not have certificates. Participation and credits are noted on the transcript.
- Activity certificates can be download in PDF form or emailed as needed.
- Non-physician learners (PA, NP, RN, etc.) are eligible to receive a certificate of participation for these activities.
 - Non-physician learners who participate in accredited CME activities may submit their certificates of participation to their appropriate accrediting organizations or state boards for consideration of credit. The participant is responsible for determining whether attended activities meet the requirements for acceptable continuing education.

Registrations & Receipts

This area allows you to view activities for which you have registered.

**Not all activities require registration, and some activities may host a registration process outside of the CloudCME portal.

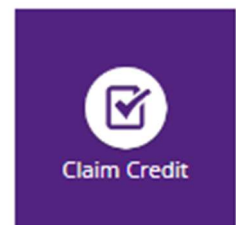
- If fees were required for registration, you can access receipts, view pay status details, and view other information here.
- Receipts may be printed or e-mailed.



Claim Credit

Use this area to claim credit for Billings Clinic accredited activities that you have attended. Other options to claim credit available.

- Click on the **Claim Credit** button.
- Enter the 4-digit Activity ID provided by activity coordinator and click the 'Submit Activity ID' button.



Self-Claim Credits

To claim credits for an activity, enter the Activity ID (number) below and click Submit Activity ID.

Please Enter the Activity ID (number): *

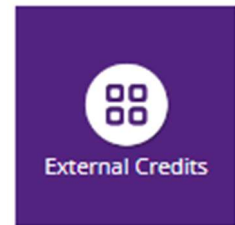
[Submit Activity ID](#)

- Complete any additional questions or fields.

External Credits

You may use CloudCME as an educational document repository to house educational credits earned outside of Billings Clinic CME's accredited activities, such as participation in national conferences.

- To add external education, click on the 'Claim External Credits' button.



EXTERNAL CREDITS

Instructions: External credits are continuing education credits you earned from completing continuing education activities provided outside of your institution. To submit your external credit record(s), click the Claim External Credits button and then complete the fields for submission.

You can view the status of your external credit submissions below.

Start Date: End Date: [EXPORT TO EXCEL](#)

No external credits submitted. This feature is only available if you have submitted external credits to be reviewed. Please select another option from the menu.

- You will need to complete a variety of fields detailing the activity and attest that the information provided is accurate.

Claim External Credits

This form is used to submit external credits (credits earned from other institutions/organizations) for review and approval to be included on your transcript.

Activity Name *	Credit Date *
<input type="text"/>	<input type="text"/>
Credit Type *	Credit Hours *
<input type="text"/>	<input type="text"/>
Institution that awarded the credit: *	
<input type="text"/>	

Upload Supporting Documentation for the external credit requested (accepted file types: JPEG, PDF, Word, PowerPoint, Excel):

[Add Files](#)

Check here if you have other external credits to submit.

I attest that I have completed the above activity and have uploaded supporting documentation. *

Yes

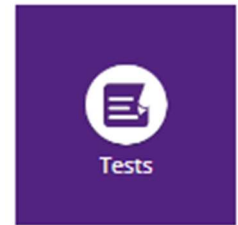
Signature *

[Submit](#)

Tests

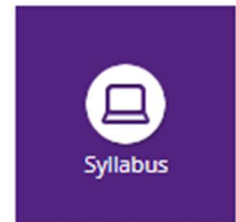
If an activity allows you to access content such as pre-recorded videos, slides, or PDFs, it may require a pre and/or posttest. Instructions will be provided if this is the case.

- Click the **Tests** button and locate the activity from the list. Click **Post-Test** or **Pre-Test** button (depending on testing requirements) and complete the activity test.
- Once you have completed the test, click **Show Results** button
- Your test results will display. If an evaluation is required after test completion, click the **Complete Evaluation** button.
- You can view your test results or access activity content by clicking the **Test Results** button.



Syllabus

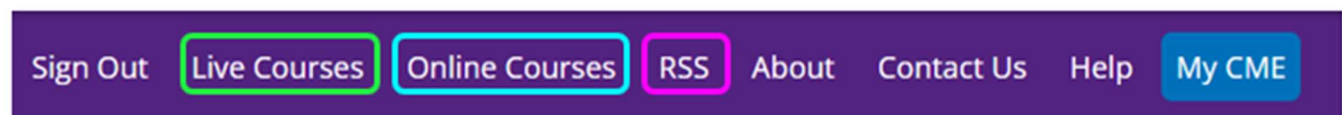
Conference-style course activities often include a syllabus agenda. This area allows you to view the syllabus for any conference-style course hosted through this portal.



Other important areas of the portal

Registering for a CE Activity

At the top of the screen, you will see a menu panel. Click the option you are interested in attending. You can scroll through the course listings, read course details, and select activities that you are interested in exploring. If registration is available and required for an activity, a "Register" button will display allowing you to complete the activity registration process.



- **Live Courses** – conference-style event and activities.
- **Online Courses** – online, on-demand content.
- **RSS** - regularly scheduled series activities such as grand rounds, tumor boards, M&M conferences, etc. These activities meet multiple times throughout the year.