

# EXTERNAL CREDITS

Tracking your external education credits can be challenging, however, External Credits in CloudCME® makes this a lot easier. These instructions are available to help providers record their credits earned outside of OhioHealth and track them all in one place.

## SIGNING IN

- + Visit <https://ohiohealth.cloud-cme.com> to access CloudCME® – for best results, copy and paste the link into Google Chrome
- + Click the *Sign In* tab in the top left corner of the screen

Select Login Provider

OhioHealth providers and associates only - click Sign in with Your OhioHealth ID. All others - please login with the email address you used to register with earlier.

SIGN IN WITH YOUR OPID AND PASSWORD

SIGN IN WITH YOUR EMAIL AND PASSWORD

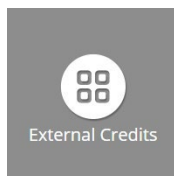
- **OhioHealth Providers:** click *SIGN IN WITH YOUR OPID AND PASSWORD* using your OhioHealth credentials
- **All Other Providers:** click *SIGN IN WITH YOUR EMAIL AND PASSWORD* using a personal or work email account – please avoid using general email address (e.g. office general mailbox)
- + For those accessing CloudCME® for the first time, you may be prompted to complete your account profile before continuing

## CLAIMING EXTERNAL CREDIT

- + Click the orange *My CME* button

Sign Out Live Courses RSS Calendar Online Courses About Contact Us Help **My CME**

- + Click the *External Credits* button



- + Click the *Claim External Credits* button to the right of the activity name

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.

CLAIM EXTERNAL CREDITS

- + Complete each of the required field

## External Credit Attestation

### 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

- **Activity Name:** Name of the conference, course, class, etc.
- **Credit Date:** Date of the activity (if more than one day, enter the date of the first day)

Credit Type

Credit Hours

Institution that awarded the credit:

- **Credit Type:** Select from the drop down
- **Credit Hours:** Number of credits awarded
- **Institution:** Name of the organization that awarded the credit

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

- + **Upload:** Add supporting documentation such as a transcript or certificate for proof of attendance

Check here if you have other external credits to submit.

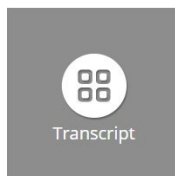
- + **Click Here:** Click the check box to add additional external credits

## ACCESSING YOUR TRANSCRIPT

- + Click the orange *My CME* button



- + Click the *Transcript* button



- + Review your transcript – external credits are displayed on a separate page from those earned at OhioHealth

**Transcript Credit Summary:**

**External Credit - AMA PRA Category 1 Credits™ :**  
 1.00 Credits  
**External Credit - Non-Physician Attendance:** 5.70  
 Credits

**External Credit - American Nurses Credential Center :**  
 1.75 Credits  
**Non-Physician Attendance:** 4.25 Credits

**Credit Type:** *External Credit - AMA PRA Category 1 Credits™* **Total:** 1.00

Activity Name	Credit Type	Count	Credits	Claim Date
Neurological Education Conference	AMA PRA Category 1 Credits™	1		
Issuing Institution: Ohio State Medical Board - Approved By: CME Approver OhioHealth			1.00	12/17/2018

**Note:** External credits are self-claimed and OhioHealth is not responsible for the accuracy, management or reporting of the information included in the external credit transcript report