

Getting started with Urgent Care CME

by Exam Master OnLine

Overview: Category I CME credits are available via Exam Master OnLine. The program allows you to test, study and review from a question bank of more than 900 medical questions with explanations. Each of the questions found in the CME Module has been selected for relevance to Primary Care, Urgent and Ambulatory Care, Emergency Care, and Family Medicine. You can earn up to 10 Category I credits for each set of 150 questions by testing yourself and then reviewing those questions in study mode. Annual limit is 600 questions or a maximum of 40 credit hours. Actual time awarded depends on what you report on the post-testing survey.

Access: You can gain access to the CME Module by logging into your gateway and clicking on the CME button



Navigating: The buttons on the Side Panel of the CME Module will take you to the various components of the system.



- Return to Exam Master Online



- Returns to the CME Module's Main Screen



- Create a new CME exam block



- View a list of and access your current CME exam blocks



- View your current CME Status and create, view, and Print CME Certificates

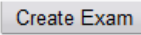


- View a list of previous CME exams and Scores



- Activate and deactivate the On-Screen Help files for helpful hints and directions

Getting Started

Creating a CME Exam Block: To create a new CME Exam Block click on the Create CME button. You will find a list of topics available within the Primary Care Category 1 CME outline. You can either choose to create an exam from all available questions by clicking the  button or narrow your focus by clicking on one of the topics available.

You can chose the number of questions you would like to view by changing the value in the field before clicking the Create Exam button.

Accessing your CME Exams: To access the exams you have already created click on the Current CME button. You will see a list of all available CME Exams. When an exam meets the minimum requirements to qualify towards CME Credit you will see **Minimum Requirement Satisfied** displayed under the exam's title.

Test - Will take you into the Testing mode where you will be required to view and select an answer for each question in the exam before being permitted to score it. After you have selected an answer for each test item, the score button will be available. Exams must be scored to qualify for CME Credit.

Study - Will take you to the exam in a study mode where you will be able to review the material and view explanations for the question items. All Exams must be viewed in study mode to qualify for CME Credit.

Creating and Tracking your CME Certificates: To track your progress towards earning CME credits and create, view, and print CME Certificates go to the Certificates section. The AAUCM CME Tracking box will tell you how many certificates you have created to date as well as how many questions counting towards your next certificate have been completed (minimum 150).

The My Certificates box shows you a list of all certificates you have completed to date. Click on the Certificate ID to view a certificate. You will be able to print the certificate from the popup window.

When you have reached the minimum requirements for a new certificate the system will ask if you would like to generate the certificate. Click to be taken to the required survey. Fill out the survey (all required fields are designated by an asterisk (*)). Click the button to submit the survey. The system will take you back to the Certificates Page and will indicate the new survey by saying **NEW** next to it.

On Screen Help: Help is available in all sections of the CME Module except the CME Home Screen. By clicking the button the system will display detailed help files to guide you through the system. To turn the help files off click the button.

Thank you for choosing CME by Exam Master OnLine.

If you have questions on how to use this system, please contact customer_service@exammaster.com.

If you have questions about the American Academy of Urgent Care Medicine's CME program, please visit:

http://www.aaucm.org/Medical_CME.asp

For information on the AMA's Physician Recognition Award, please visit:

<http://www.ama-assn.org/ama/pub/category/2797.html>