



## Mercy Hospital St. Louis Process for Requesting CME Credit

### CME Requirement Overview

Educational content must target physicians on improving their clinical competence

CME credit cannot be retroactively given

Requests need to be made at the beginning planning stages of the activity

#### Initial CME Request

- Requests must be made at least 3-6 weeks prior to the educational activity in order to give time to complete and return the appropriate documentation, if credit is approved
- Call or email Coralee West at 314-251-1447 or [STLOCMEcredit@mercy.net](mailto:STLOCMEcredit@mercy.net) to initiate the approval process

#### Credit Application

- This gives the CME office information on your activity along with the practice gap, learning objectives and other required information
- After the CME Director reviews the application, it will be determined if CME credit is approved

#### CME Documents

- If credit is approved, a phone conversation with the CME Specialist, Coralee West, will need to be scheduled to review the required documentation; activity advertisement, financial disclosures, program evaluation, etc.