

POST ACTIVITY REPORTING

| for Episodic activities |

FREQUENCY | Once, reported after your activity takes place

YOU WILL NEED | Access to eCME
Post Activity Report Table
Post Activity Report Narrative
Attendance list
Disclosure Statement(s)

STEPS | 1) Create the post activity report in eCME
Log into eCME > Click the activity's name > Click "Post Activity" > Complete all of the tabs and sub tabs

2) Under the "Attachments" tab, be sure to upload the following attachments, as they correspond to the session you are reporting on:

Post Activity Report Table (reference the template)

Post Activity Report Narrative (this is a composite of the feedback received from participants on the evaluation instrument from the sessions that took place during that quarter)

Attendance List (reference the template)

Disclosure Statement(s) (given by the activity director and/or speaker at the beginning of the activity)

3) Click "Submit" twice

NOTES | **DO NOT INCLUDE THE FOLLOWING:**

Brochure/Flyer

Evaluations completed by participants

Sign in sheet from the activity