

Baystate Health

Policies and Procedures: Division of Academic Affairs

Individuals Reviewing Policy

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Policy: BH-AA-CE-2.19

Effective Date: 07/2002

SUBJECT: Transcripts

I. Policy

Baystate Health Continuing Education (BHCE) maintains transcripts for attendees of the educational activities that it provides or co-provides.

II. Purpose

This policy offers a value-added service for BHCE attendees.

III. Scope

This policy applies to all educational activities provided or co-provided by BHCE.

IV. Procedures

Records of attendance, or transcripts, are initiated as follows:

1. Attendance Recording

Educational activities requiring pre-registration:

- Participants may self-register on line.
- Participants may register by mail in which case BHCE staff process the registration.
- Final attendance is determined by the sign-in roster and the corresponding credit record, if applicable.

Educational activities without a pre-registration requirement:

- Final attendance is determined by a correctly completed program evaluation and/or swipe card attendance returned by attendees and the corresponding credit record, if applicable.
- Credit recording occurs if the participant's vital information is in our database, including full name, unique ID, and profession at a minimum.
- Transcript accuracy is dependent upon careful and accurate completion of two vital sections of the evaluation form: unique ID number and profession. Unusable marks include dots, check marks and cross marks (✓ • ×).

2. Transcript Access

Free on-line independent access to transcripts is available by going to www.baystatehealth.com/learn and following the prompts.

Baystate Health uses a standard user ID format for access to this system, if the user chooses another format for the user ID it will be his/her responsibility to use

that ID on all communications, registrations with Baystate Health Continuing Education.

3. Transcript Report:

A hard copy transcript will be sent to the requesting participant upon request and receipt of a \$10 fee.

References

Guidelines of the Accreditation Council for Continuing Medical Education

Effective Date: 07/2002

Revision Dates:

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| 3/2008 | 4/2009 | | | | | |
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