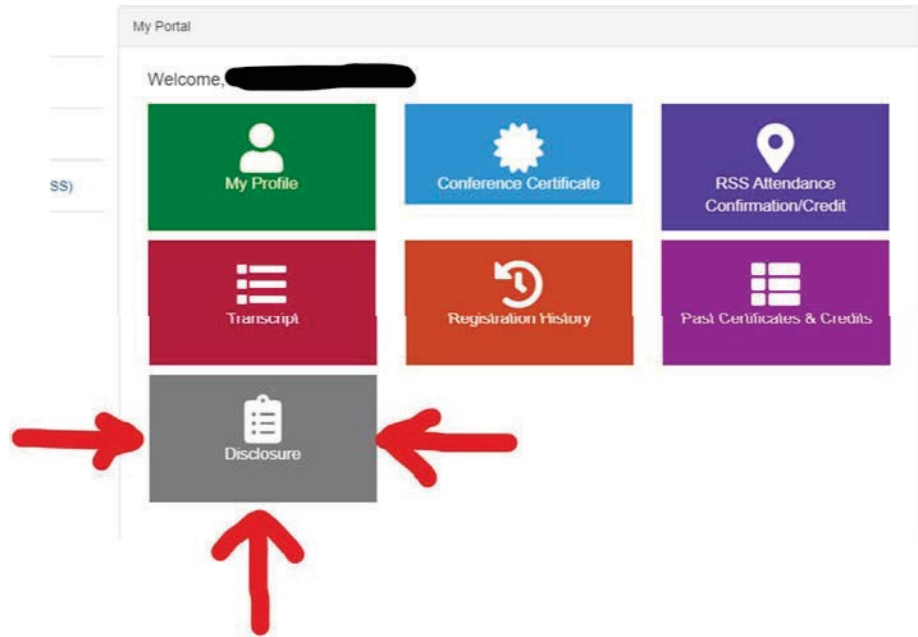


# HOW TO COMPLETE ONLINE DISCLOSURE

1. Login to your CME Portal @ <https://cmetracker.net/MUSC/myPortal>

2. Go to the gray disclosure tile



3. Select "Create/Revise Disclosure"



4. Complete the disclosure and then submit

5. If you have nothing to disclose, you will be all set. If you do have a relevant disclosure, the CME Office will follow up with an email to resolve any conflict of interest.

The screenshot shows the MUSC CME Disclosure form. The header includes the MUSC logo and 'MUSC Office of CME Disclosure of Relevant Financial Relationships'. The form contains the following fields and sections:

- Title of Continuing Education Activity:** A text input field with '(85 characters remaining)' below it.
- Date and location of Education:** A text input field with '(85 characters remaining)' below it.
- Individual's prospective role(s) in education:** A section with the instruction 'Identify the prospective role(s) that this person may have in the planning and delivery of this education (choose all that apply)'. It includes four radio button options:
  - Activity Director, Planner (Examples: planning committees, staff involved in choosing topics, faculty, or content)
  - Teacher, Instructor, Faculty, Moderator
  - Author, Writer
  - Other
- Please describe Other:** A text input field with '(85 characters remaining)' below it.
- Disclaimer:** A paragraph stating: 'As a prospective planner or faculty member, we would like to ask for your help in protecting our learning environment from industry influence. The ACCME Standards for Integrity and Independence require that we disqualify individuals who refuse to provide this information from involvement in the planning and implementation of accredited continuing education. Thank you for your diligence and assistance. If you have questions, please contact us at [cmeoffice@musc.edu](mailto:cmeoffice@musc.edu)'.
- Footer:** 'To be Completed by Activity Director, Planner, Faculty, or Others Who May Control'