

Reviewer Form Process for One-time Events – Annual Events – Courses

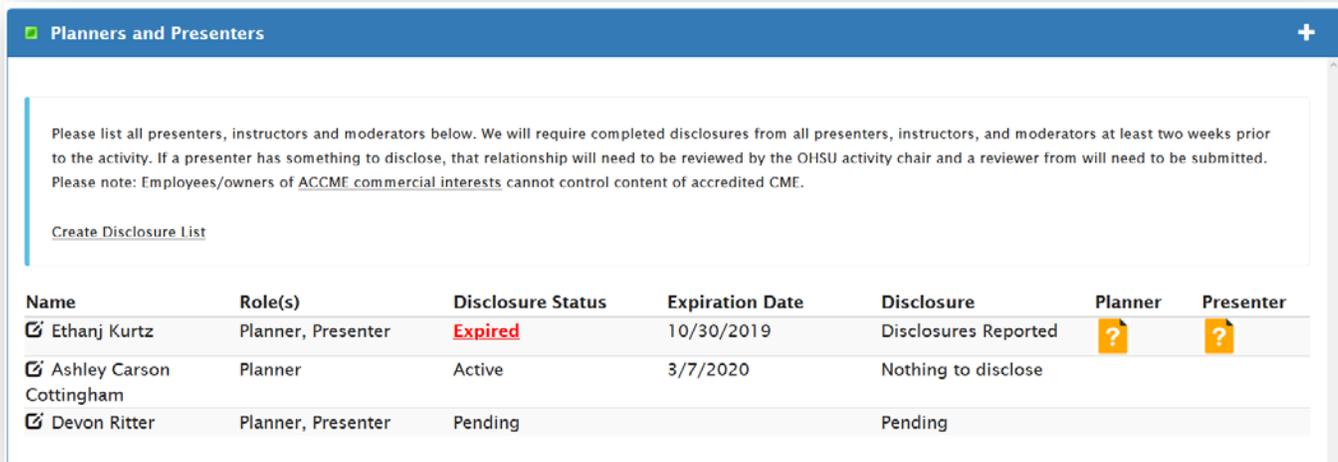
First add your speakers to the activity on the planner and instructor tab. (see adding planners and presenters for courses)

If they have a current disclosures on file and have nothing to disclose, the disclosure status will show “Active” and the disclosure will show “Nothing to disclose”.

If they have been added to the activity and don’t have a disclosure on file, even an expired one, an email will be generated to the person to complete. The administrative contact for the activity will be cc’d on this email.

If they have been added to the activity and have an expired disclosure on file, an email will be generated for them to complete a new disclosure form. If they previously had disclosures, this information will be pre-filled for them to accept as still true, or adjust.

If they have something to disclose and a current disclosure on file, the disclosure status will say “Pending” and the disclosure column will say “Disclosures reported” – Whenever someone with a disclosure is added to an activity – the orange questions mark buttons for the reviewer form will appear based on their role: planner, presenter, or both. This will also generate an email to the administrative contact to forward to the program chair with instructions on completing the reviewer form. Once the reviewer form is completed, CPD will upload the reviewer form.



Planners and Presenters

Please list all presenters, instructors and moderators below. We will require completed disclosures from all presenters, instructors, and moderators at least two weeks prior to the activity. If a presenter has something to disclose, that relationship will need to be reviewed by the OHSU activity chair and a reviewer from will need to be submitted. Please note: Employees/owners of [ACCME commercial interests](#) cannot control content of accredited CME.

[Create Disclosure List](#)

Name	Role(s)	Disclosure Status	Expiration Date	Disclosure	Planner	Presenter
<input checked="" type="checkbox"/> Ethanj Kurtz	Planner, Presenter	Expired	10/30/2019	Disclosures Reported		
<input checked="" type="checkbox"/> Ashley Carson Cottingham	Planner	Active	3/7/2020	Nothing to disclose		
<input checked="" type="checkbox"/> Devon Ritter	Planner, Presenter	Pending		Pending		