Beaumont

Faculty Disclosure Form Results Process

To view disclosure form results,

1. **LOGIN:** Go to https://beaumont.cloud-cme.com

2. Click **Sign In** and login with your email address and password (default password is Beaumont 1 – if you have changed your password and do not remember it, click '**Forgot My Password**')

   NOTE: the CME portal is NOT connected to other Beaumont applications, so the login and password is NOT the same as your Beaumont computer login and password.

3. Click on **▼ Administration** at the bottom of the page.

4. From the left menu, select **Reports** then **Faculty Disclosures**.

5. On the Faculty Disclosures screen, **search by activity*** (type in meeting name or ID number) **or individual**. Click **Create Report**.

   o **Search by activity** (enter meeting name or number in the lookup box) allows you to bring up the disclosures for all faculty assigned to one activity. ***CME must first assign the faculty to your meeting in order for the search by activity to work**.

   o **Search by individual** (enter last name, first name in the lookup box) allows you to bring up individual faculty who may not yet be assigned to an activity.

   ✓ **IMPORTANT NOTE:** If there are multiple accounts with the same name, please email the CME Office; **don't assume a duplicate name means the same person**.

   ✓ If the individual is not found in the system, then continue with Step 7, below.

   After selecting a name, the screen will refresh and display the disclosure.

   If the system indicates no disclosure is in the system, then continue with Step 7, below.

6. **Review dates on disclosures**; the date cannot be more than 12 months prior to the presentation date.

7. **Obtain disclosures** from those not found in the system or who have outdated disclosures.

   o For individuals not found in the system, found but with no disclosure on file, or found with an expired disclosure, send an email to the individual directing him/her to the CME Portal to complete the form. (See Appendix A for sample email).

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Appendix A: Email content to obtain new/updated disclosure form

Dear [Faculty person],

Thank you for agreeing to present at [INSERT CONFERENCE/LECTURE].

Because your lecture is being certified for CME credits, you are required to complete or update the Beaumont Health "Disclosure of Relevant Financial Relationships" form by following the instructions below:

1. Navigate to the Beaumont Health CME Portal at https://beaumont.cloud-cme.com/.

2. Scroll to the bottom and click the blue Disclosure Form button found in the footer of the home page.

3. After clicking the button, you will be prompted to log in.

   - If you do not recall your password to your account, click the Forgot Your Password? link and follow the prompts to reset your password.

   - If you do not already have an account in the Beaumont Health CME Portal, click the Don't have an account? link and follow the prompts to create one.

4. After login, complete and submit the form.

If you encounter any issues with this process, please contact the CME Office at (248) 551-0200 or via email to cme@beaumont.edu.

Thank you.