

# CME Claim Credit Process

**To Claim Credit for attending a CME Program - live or via webinar, follow these steps:**

## 1. Find the program you attended on the CME Claim Credit calendar:

<https://cmetracker.net/LHS/Archive>

- Activities (Programs) are listed on the calendar in date order
- Use the Search box to Filter by Keyword.

## 2. Click the “Claim Credit” Button on the right to access the Sign In screen

Continuing Medical Education  
Expand your professional horizon.

LEGACY HEALTH

CME Upcoming Events Claim Credit Calendar Case Conference Schedule PDF Home Printer Friendly PDF

### Claim Credit & Print Certificate List

Filter by Keyword:

7/12/17 **Oncology Grand Rounds**  
Legacy Good Samaritan Medical Center - #2 Auditorium  
12:00 PM - 1:00 PM  
Activity Code: 16217

## 3. Sign In to an Existing Account or Register for a New Account:

- Sign In to an Existing account: Select the appropriate identification option (Legacy Health Medical Staff or Not) fill in the additional requested identification information and click “Sign In.”
- Register for a new account: If you are a new user, select the appropriate identification option (Legacy Health Medical Staff or Not), click “ Sign In”

CME Certificate

[Sign In](#)

Welcome!

To display and print your certificate, please follow the steps below.

**1. Select one of the following:**

I am a member of the Legacy Health Medical Staff. Login with your 5-digit Provider Number and Last Name.

Legacy 5 digit Provider Number:

My Last Name is:

I am not a member of the Legacy Health Medical Staff.

**2.**

If you have difficulty logging in, or have questions, please contact Legacy Health CME.

Legacy Health  
CME Department  
[cmerequests@lhs.org](mailto:cmerequests@lhs.org)

**4. After signing in to CMETracker, you may be directed to a Survey Monkey evaluation (especially for Courses or Conferences). If prompted, complete the evaluation and click Submit and Claim Credit. Otherwise, you will move to Step 5 after logging in.**

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5. Review or update your Online Profile information, then Click “Continue”.

6. Enter appropriate credit amount – Format: 01.00 and Click “Continue”

**Certificate Preparation**

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**Oncology Grand Rounds**

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Thank you for attending Oncology Grand Rounds.

Credit type and the number of credits available:  
**Attendee - 1.00 Credit(s)**

Indicate the number of credits you wish to claim for attending this activity:  
(example: 1 credit = 01.00; 1/2 credit = 00.50; 12 credits = 12.00)

\*Please note that your certificate will be displayed in a pop up window. Be sure that your browser allows popups for this site.

7. To complete the Credit Claim process, choose “Display Certificate” or “Done”.

**Certificate Preparation**

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**Oncology Grand Rounds**

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**Thank you for attending Oncology Grand Rounds.**

\*Please note that your certificate will be displayed in a pop up window. Be sure that your browser allows popups for this site.

\*Please be aware that this is the only time you will be able to print your certificate.

- Display Certificate allows users to Print or Save the certificate.
  - This action will save a copy of the certificate to your record.
  - To Print or Save Certificate, click the “Print Certificate” button that appears at the top of the Certificate screen.
  - This will open the computer’s print dialogue screen and allow user to print to a printer or save as a pdf.

Thank you for participating in an educational activity for Legacy Health

For your records, you may print this certificate by clicking the “print certificate” button.

- Done – Completes the credit claim process and adds the activity to your transcript without the option to display or save a certificate to your record.