Summary: Attendance at Jefferson RSS will be recorded via text message by texting a special SMS Code to the Jeff LEARN CPD phone number: **215-323-5008.**

A written sign in sheet MUST be kept as back up documentation for attendance. This will provide back up in the event there is a problem with the SMS code or cell phones.

The template for the back up attendance form can be downloaded from Jefferson CME website at [**http://jeffline.jefferson.edu/jeffcme/rsc/forms.cfm**](http://jeffline.jefferson.edu/jeffcme/rsc/forms.cfm))

SMS CODE RULES:

A new SMS Code will be generated for EACH approved session, and will be visible to the series administrative contact in CPD@JeffLEARN™ on the Session’s home page. SMS Codes have a limited time during which they can be used, and should be only made available to participants during the actual session.

RSS Administrative contacts will receive an email from the Session Registration Database (SRD) 72 hours before the session to retrieve the SMS code for that session. Only approved sessions will be certified for credit.

* The Series Administrative Contact will prepare the session’s SMS Powerpoint TEMPLATE SLIDE:
	+ The template for SMS CODE can be downloaded from Jefferson CME website at <http://jeffline.jefferson.edu/jeffcme/> or from the CPD@JeffLEARN site.
	+ Add the name of the series, the session date, AND the unique SMS CODE to this Powerpoint slide
	+ Post this handout with your paper sign-in sheet, and show this slide at the beginning and end of the session.
* If the Series Administrative Contact does not routinely attend sessions, they are responsible to provide the following items to a reliable individual who will be at the session. Following is a list of what needs to be posted/available to participants PRIOR to the start of the session.
* Only those who are physically at the session should be given the SMS Code. DO NOT EMAIL THE SMS CODE OUT TO EVERYONE who MIGHT attend.

REMEMBER: YOU NEED TO HAVE ALL OF THE FOLLOWING AT EACH SESSION

1. SESSION DOCUMENTATION FORM (SDF) – download from the SRD
2. SPEAKERS CME COI Disclosure (COI) – download from the SRD
3. SESSION SMS CODE Template Slide– retrieve from Jeff LEARN CPD
4. Paper based attendance recording using the CPD@JeffLEARN Attendance Template Form

NOTE: It is the individual healthcare provider’s responsibility to honestly and accurately report their attendance at any CME certified activity.