

How to Submit A Conflict of Interest/Attestation Form

1. Go to www.highmarksce.com/prairie/
2. Login to your account (if you do not have an account you will need to create one)

The screenshot shows the Prairie Education & Research Cooperative website. At the top, there is a navigation bar with the logo and menu items: Applications, Registration, Credits, and Enduring Materials. Below the navigation bar, the page title is "Home". A welcome message reads: "Welcome to the Prairie Education and Research Cooperative site for application submission, registration and much more. Please select an option from the menu above to continue." The main content area is divided into two sections: "Existing Account" and "Create New Account". The "Existing Account" section has fields for "Username:" and "Password:" with a "Sign In" button and a link for "Forgot your username or password? Get it now!". The "Create New Account" section has fields for "First Name:", "Last Name:", "Institution Name:", and "Preferred Email:". It includes a note: "* - indicates a required item." and a consent checkbox: "I consent to having this contact information collected via this form." with a "Create Account & Sign In" button.

3. Click on "My Required Forms" on the right hand side of the screen
 - a. NOTE: If you do not see the "My Required Forms" tab please contact one of our CME team members

The screenshot shows the "My Account" page. At the top, there is a navigation bar with the logo and menu items: Applications, Registration, Credits, and Enduring Materials. The page title is "My Account". A message reads: "To update and review your contact information, please click on the Edit Contact Information button below. Please note that all communication will be sent via email to the email address listed below. You may edit your email address through the Edit Contact Information button." The "Contact Information" section displays: "Anonymous Survey Record - DO NOT DELETE, MD", "Attendee Interactive", "2205 Warwick Way", "Marriottsville, MD", "410.480.8148", and "none@attendeinteractive.com". Below this are buttons for "Edit Contact Information", "Bio", and "Preview". The "Data Privacy" section reads: "Protecting personal data is as important as ever. Click [here](#) to review how the system protects data and what your rights are as a user." The "Account Documents" section reads: "Use this section to upload your curriculum vitae (CV) and/or W9. After uploading the document, you can edit the title below." On the right side, there is a sidebar menu with the following items: "My Account", "My Credits", "My Enduring Materials", "My External Certificates", "My Speaker Center", "My Applications", "My Required Forms 2" (circled in red), "My Orders", and "Sign Off".

4. Click "CME/CE Attestation Statement"

Prairie
EDUCATION & RESEARCH
Cooperative

Applications Registration Credits Enduring Materials

Forms

Title	Status	Required
CME Attestation Statement	Incomplete	Yes
Conflict of Interest	Incomplete	Yes

Anonymous Survey Record - DO NOT DELETE

- My Account
- My Credits
- My Enduring Materials

5. Complete form and select Submit.

* If I have been trained or utilized by a commercial entity or its agent as a speaker (e.g., speaker's bureau) for any commercial interest, the promotional aspects of that presentation will not be included in any way with a CME activity.

Agree

* If I am presenting research funded by a commercial company, the information presented will be based on generally accepted scientific principles and methods, and will not promote the commercial interest of the funding company.

Agree

Submit

[Home](#) | [Admin Login](#)

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6. Click "Conflict of Interest"

Prairie
EDUCATION & RESEARCH
Cooperative

Applications Registration Credits Enduring Materials

Forms

Title	Status	Required
CME Attestation Statement	Completed View/Print	Yes
Conflict of Interest	Incomplete	Yes

Anonymous Survey Record - DO NOT DELETE

- My Account
- My Credits
- My Enduring Materials
- My External Certificates

7. Complete the form and select Submit.

Conflict of Interest

Prairie/HSHS CME program is committed to provide high quality educational programs resulting in increased physician competence and improved physician, nurse and ancillary medical staff performance and clinical behavior free of commercial bias. Course Directors, presenters, and planners are required to disclose all financial relationships with commercial interests. Course Directors, presenters, and planners who refuse to disclose will be disqualified from participating in the CME activity.

* - indicates a required item.

* In the last 12 months, I and/or my spouse/significant other have received support from or had a relationship with a commercial interest.

Yes No

Current/Applicable Relationships

If yes, please list all financial relationships below.

* Relationship Type	* Entity Name	Ends On	Action
* 1. <input type="checkbox"/> Commercial Interest <input checked="" type="checkbox"/> Speaker's Bureau <input type="checkbox"/> Consultant <input type="checkbox"/> Stock / Ownership <input type="checkbox"/> Research Grant <input type="checkbox"/> Royalties <input type="checkbox"/> Employment	Company A	<input type="radio"/> Past <input checked="" type="radio"/> Current Will End On: <input type="text"/>	Remove

[Add Another](#)

Confirmation

I confirm that the above financial disclosure is correct and up to date.

Anonymous Survey Record - DO NOT DELETE

- My Account
- My Credits
- My Enduring Materials
- My External Certificates
- My Speaker Center
- My Applications
- My Required Forms **1**
- My Orders
- Sign Off

8. Both forms will have Completed listed under status once they have been submitted.



Forms

Title	Status	Required
CME Attestation Statement	Completed View/Print	Yes
Conflict of Interest	Completed View/Print	Yes

Anonymous Survey Record - DO NOT DELETE

- My Account
- My Credits
- My Enduring Materials

9. To update your conflicts at any time, please follow steps 1 through 3, skip steps 4 & 5, then proceed with steps 6 through 8.

NOTE: Paper versions of the form are available upon request. Please contact one of our CME team members if you would prefer to complete the paper version.