

DID YOU KNOW

REGULARLY SCHEDULED SERIES

PARTICIPANT IDENTIFICATION CODE

Continuing Medical Education has an extensive database of participants and their Category 1 credit received through attendance at UC Davis Health System courses.

We enter these in-house credits from sign-in sheets received by the coordinators, and on a yearly basis (usually around February), we send out a complimentary transcript of credit received the previous year.



To track this information we use a participant identification code (PIC) consisting of the first initial of the first name, the first four letters of the last name, and the last 4 of the social security number. i.e. John Smith, M.D. would be JSmit1234. If the last name doesn't have four letters, just use the full last name. i.e. John Doe, M.D. would be JDoe1234.

These codes should be entered on the sign-in sheet master and kept in your office. You, as the department grand rounds coordinator, would update the sign-in sheet master as necessary.



In this way, we are assured of always entering the correct credit hours for the correct person.

For those who decline to give you the last four digits of their social security number, CME will assign a substitute number. This number should always be used when signing in for grand rounds.

NOTE: Although this code is used primarily for Grand Rounds, it can also be used to help identify registrants for all UCDHS CME courses ensuring that we don't end up with the same person entered under different spellings, addresses, etc. Simply note the PIC on the registration form.

For more information, call Travece Lè Tourneaux at (916) 734-7203 UC Davis Health System, Office of Continuing Medical Education.