SuburbanHealth Organization CONTINUING EDUCATION

Suburban Health Organization's (SHO) Continuing Education (CE) User Guide for Evaluating Course and Printing Certificates

Individuals participating in SHO's CE program can access their evaluations and print their certificates online at http://ce.suburbanhealth.com. Please note, if you have saved the previous URL address as a favorite, you will want to update it with this link.

Sign In

Click "Sign In" at the top of the screen.

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| Featured Activities | SHO's Physician Leadership Series | |
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| Regularly Scheduled Series (RSS | Continuous Improvement Event Date: April 09, 2019 | |
| On Demand Learning | Begin Time: 8:00 AM End Time: 4:30 PM Facility: Renaissance Indianapolis North Hotel C | |
| Webinars | Credits Offered: ABIM MOC - 0.00 | |
| CE Transcript | AMA PRA Category 1 Credit™ - 0.00 Attendance - 0.00 Targeted Audience: Physicians, Nurse Practitioners, CEOs, CMOs of SHO's Member | |
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Enter your "Email Address" and "Password" into the fields in the pop-up screen. Then click "Sign In". If you do not know your password, click "Forgot Password" and follow the steps as outlined in the User Guide for Setting Up Your Profile. If you have not created an account, you will need to do so before proceeding. Instructions are available on SHO's CE Website under the Home tab, then Website User Guides and Tutorials.

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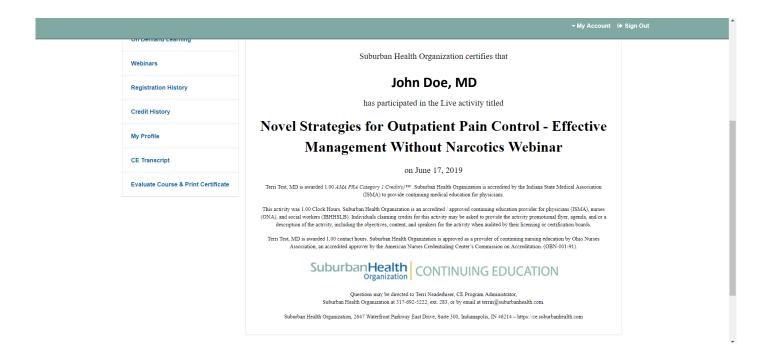
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After completing and submitting the evaluation, a Certificate screen will appear. All eligible credits will be listed. Please enter the credits you qualify for in the appropriate fields. For example, if you qualify for AMA PRA Category 1 Credits (Physicians Only) and Attendance Credits, you will enter the amount of time (in hours) that you participated in those fields. If other credit options are available, but you only qualify for Attendance because you are not one of the professions listed, then only claim attendance. When done, click submit.

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A certificate will appear showing credits earned for each appropriate credit type. There is a brief delay from the time the certificate appears and when it fills in with your information. Once it is displayed with your information, you can print your certificate or save it electronically as a PDF.



If you are unable to complete any of this process, feel free to contact SHO's CE team at <u>ce@suburbanhealth.com</u> or by calling 317-295-5283. We will be happy to walk you through the process.