RSS Reporting Requirements Checklist for the 2019-2020 Certification Year
Submit to: cmecertification@urmc.rochester.edu

July, August, September 2019  (Quarter 1)  due October 31, 2019

☐ RSS Individual Session Disclosure Form for each session
☐ Presenter COI Disclosure and Content Forms
☐ Excel attendance spreadsheet
☐ Handout materials (if available – provide sample from 1-2 sessions)
☐ Resolution of Conflicts of Interest Form (if needed)
☐ Commercial Support Agreements (if needed)

October, November, December 2019  (Quarter 2)  due January 31, 2020

☐ RSS Individual Session Disclosure Form for each session
☐ Presenter COI Disclosure and Content Forms
☐ Excel attendance spreadsheet
☐ Handout materials (if available – provide sample from 1-2 sessions)
☐ Resolution of Conflicts of Interest Form (if needed)
☐ Commercial Support Agreements (if needed)

**2020 – 2021 Activity Development Form**  due April 30, 2020

January, February, March 2020  (Quarter 3)  due April 30, 2020

☐ RSS Individual Session Disclosure Form for each session
☐ Presenter COI Disclosure and Content Forms
☐ Excel attendance spreadsheet
☐ Handout materials (if available – provide sample from 1-2 sessions)
☐ Resolution of Conflicts of Interest Form (if needed)
☐ Commercial Support Agreements (if needed)

April, May, June 2020  (Quarter 4)  due July 31, 2020

☐ RSS Individual Session Disclosure Form for each session
☐ Presenter COI Disclosure and Content Forms
☐ Excel attendance spreadsheet
☐ Handout materials (if available – provide sample from 1-2 sessions)
☐ Resolution of Conflicts of Interest Form (if needed)
☐ Commercial Support Agreements (if needed)
☐ RSS Financial Summary Form
☐ RSS Outcomes Measurement Summary Form