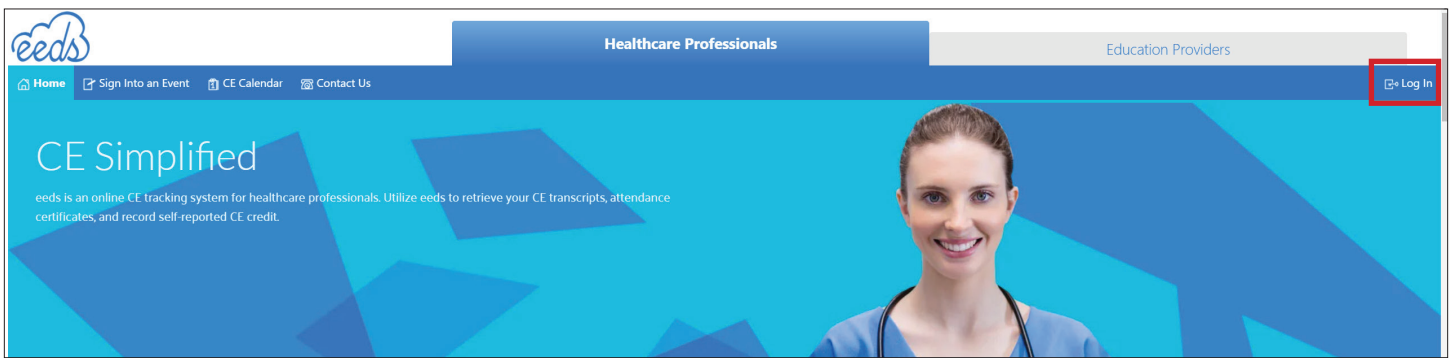# FEATURE OVERVIEW

Join the thousands of Healthcare Professionals who use eeds to track their self-reported activities. Most Healthcare Professionals earn dozens of credits per year for activities such as teaching, mentoring, colleague consultations, and journal clubs. Documenting these activities is quick and easy with eeds!
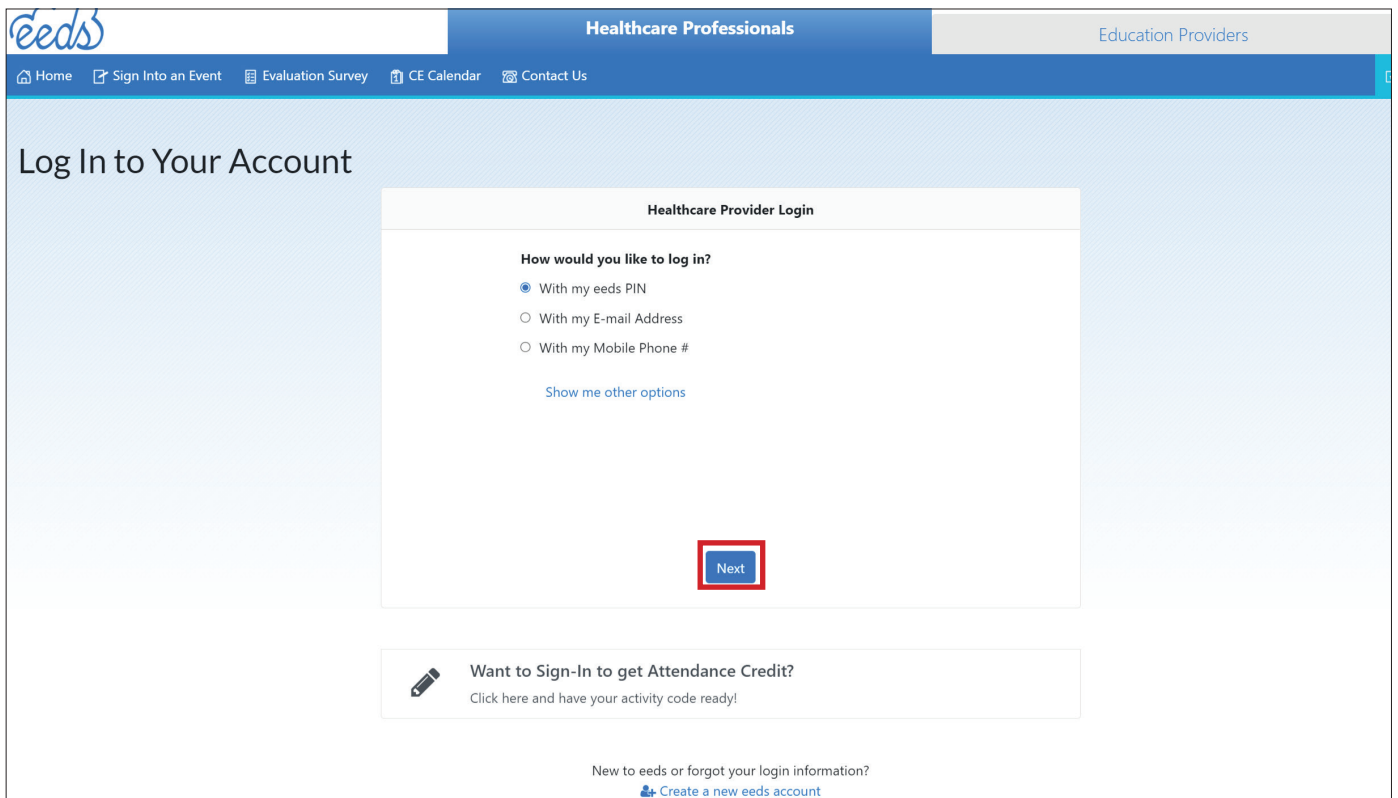
Visit eeds.com

From your Home Menu, make sure you are on the Healthcare Professionals side of the site and click, "Log In"
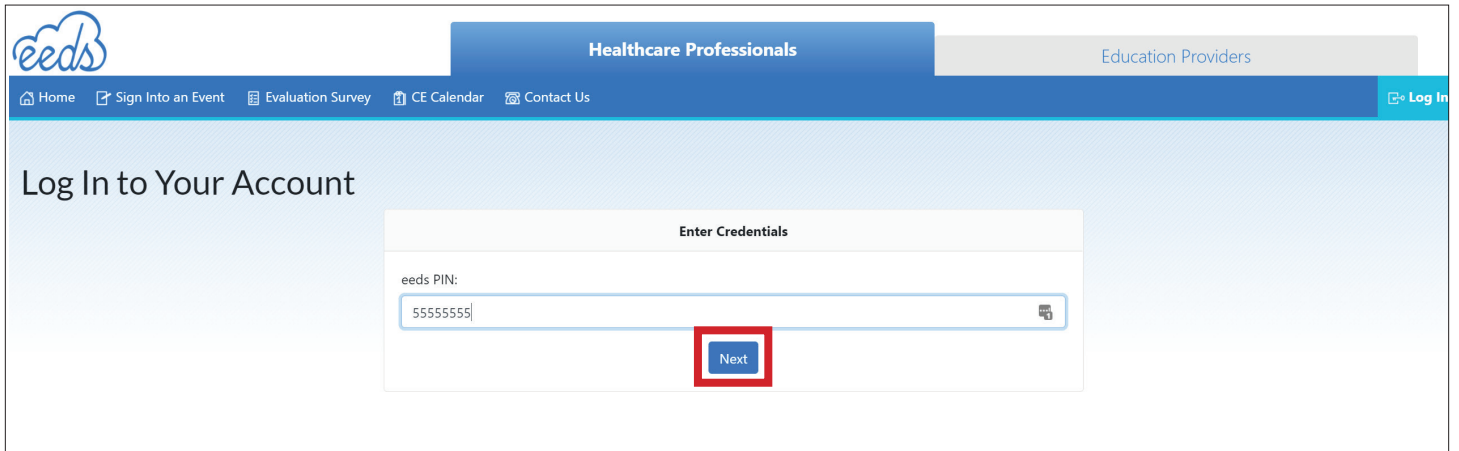

Log In to Your Account

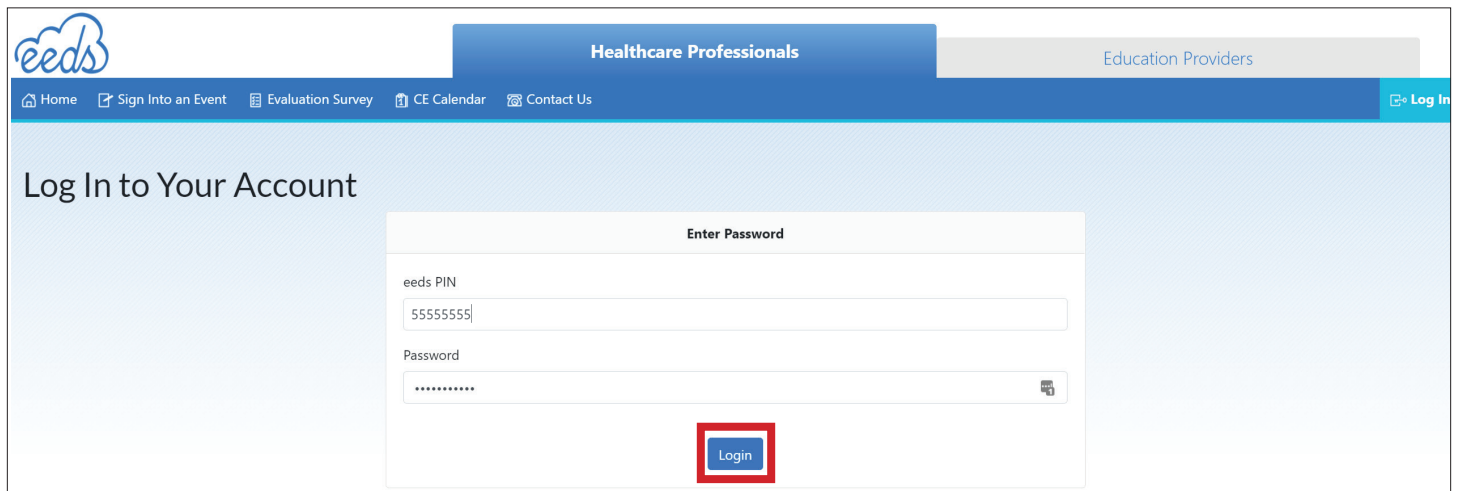Decide how you would like to login: eeds pin, email address, or mobile phone # and click, "Next"

eeds PIN

If you decide to use your eeds PIN, go ahead and enter the 8 digit number and click, "Next"

Enter your Password

Enter your eeds password and click, "Login"

Self-Report Credit

Once logged into your eeds account, you will see "QUICK LINKS" with a link labeled "Self Report Credit" and on the left side menu you will find "Self Reported", click on either of these to log credits earned from outside events

Documenting Self-Reported Credit

Click on "Document Self-Reported Credit

SELF REPORTED MENU

Document Self-Reported Credit
Record My Self-Reported Activities

Document Self-Reported Credit

Edit/Delete Self-Reported Entries
Make Changes to Activities I've Recorded

Transcript: Self-Reported
Activities Reported by Me

Join the thousands of physicians who use eeds to track their self-reported activities. Most physicians earn dozens of credits per year for activities such as teaching, mentoring, colleague consultations, and journal clubs. Documenting these activities is quick and easy with eeds!

You can also use this feature to document attendance at out-of-town conferences that you attend. If you also document attendance via electronic sign-in (online, mobile, or SMS) at local education events, you can generate a transcript that combines your self-reported and provider-reported attendance.

Enter Date

Select the date the Activity took place. You can also specify if it was a multiday Activity and click, "Next"

DOCUMENT SELF-REPORTED CREDIT

Introduction | **Enter Date** | Enter Activity | Classify Activity | Enter Credits | Done

Select Activity Date

Date

7/19/2021 📅

☐ **This was a multiday Activity**

Next

4

Enter Activity Information

Begin entering your Activity information:
- Initiator test
- Activity Type
- Activity Title
- Provider
- City
- State
- Course Number (Optional)
- Select if the Event occurred in the USA

When you are finished click, "Next"

Classify Activity

Add a Classification/Organize the Activity and click, "Next"

DOCUMENT SELF-REPORTED CREDIT

Introduction   Enter Date   Enter Activity   **Classify Activity**   Enter Credits   Done

Classify/Organize the Activity

☐ **AAFP Elective**

☐ **Bioterrorism**

☐ **Child Abuse**

☐ **Controlled Substance Prescribing Courses**

☐ **Domestic Violence**

☐ **Emergency Medicine**

☐ **End-of-Life Management/Care**

☐ **Ethics/Professional Responsibility**

☐ **Evidence-Based CME**

☐ **Geriatrics**

☐ **Grand Rounds**

☐ **HIV/AIDS**

☐ **Infection Control**

☐ **Internal**

☐ **MOC - Interpersonal and Communication Skills**

☐ **Nursing and the Law**

☐ **Pain Management**

☐ **Patient Safety/Risk Management**

☐ **Prevention of Medical Errors**

☐ **Quality Improvement**

☐ **Risk Management**

☐ **Special Populations**

☐ **Trauma**

Next

Enter Credits

Select the Credit type in the drop-down and specify the amount of credit earned and click, "Add". When you are finished click, "Done"

Done

Your Activity is now recorded! You have the ability to next:
- Upload a Certificate
- Enter Another Self-Declared Activity (Different Provider)
- View My Combined Credit Report
- View My Self Declared Report
- Return to Home Menu

DOCUMENT SELF-REPORTED CREDIT

| Introduction | Enter Date | Enter Activity | Classify Activity | Enter Credits | **Done** |

Activity Recorded

Date Range: 7/19/2021

Description: Pediatric Grand Rounds - eeds

Location: Asheville, NC

What Would You Like To do Now?

☁ Upload a Certificate

➕ Enter Another Self-Declared Activity (Different Provider)

👁 View My Combined Credit Report

👁 View My Self Declared Report

🏠 Return To Home Menu

eeds
electronic education documentation system

Document Self-Reported Credit

Documenting these activities is quick and easy with eeds! You can also use this feature to document attendance at out-of-town conferences that you attend. If you also document attendance via electronic sign-in (online, mobile, or SMS) at local education events, you can generate a transcript that combines your self-reported and provider-reported attendance.

Edit/Delete Self-Reported Entries

If something doesn't look right on your self-reported transcript (an entry appears twice or perhaps is inaccurate), you can use this feature to either edit the entry or delete it entirely.

Transcript: Self-Reported

This shows a transcript of CME/CE attendance that has been entered into your eeds account by either you or your assistant/secretary. Many Healthcare Professionals find this feature useful for tracking out-of-town conferences that they attend or for tracking self-reported activities such as journal clubs and teaching/mentoring.