

Multi-Activity Roster TraCME Posting Procedure

Access the Multi-Activity Roster option via: https://tracme.osteopathic.org/Roster/UploadMulti 1. Click "Download the Multi-Activity Roster Template"

	Τ	ina Espina (468262)	Log C
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- Ał	pout Multi-Activity Roster Upload		
	Multi-Activity Rosters allow you to upload a roster for multiple activitie manage CME activities and it has an export feature.	s in a single excel file. This can be helpful if you use a LM	S to
	Upload a multi-activity roster with the following steps:		
	1. Download the Multi-Activity Roster Template		
	2. Fill the institution, contact reison, and E-mainlette in the temp	plate. Frogram, Program Date, Learning Type and Credits	can
	be left blank.		
	Export the data from your LMS or other system.		
	Ensure the columns are in the same order as those provided in	the template.	
	 Activity ID as it appears in TraCME 		
	 Physician AOA Number 		
	 Physician Last Name 		
	Physician First Name		
	Physician Middle Initial		
	Credits Awarded		
	Specialty Credits Awarded		
	 Great Award Date 5. Desta the superted date into the Multi Activity Template 		
	 Paste the exported data Into the Multi-Activity Template. Cause the file and classe Except 		
	 Save the file by bitting the (Provide, 1 or (Chapped File) by the 		
	7. Select the life by filting the [Browse] or [Choose File] button.		
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2. Download the Multi-Activity Roster Template and begin adding information for completed CME activities.

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Program:		_												
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Activity ID	AOA Number	Physician Last Name	Physician First Name	Physician Middle Initial	Credits Awarded (increments of .25)	Specialty Credits Awarded (increments of .25)	d Credit Award Date							
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- 3. Fill the Institution, Contact Person, and E-mail fields in the template.
- 4. The Program, Program Date, Learning Type and Credits can be left blank.
- 5. Activity IDs may be found by searching via the "Activities Tab" in TraCME.
- 6. Enter the physicians AOA number, Last Name, First Name, Credits Awarded and Credit Award Date.
- 7. Once the Roster is complete save the file and close Excel.

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	(888) 62-MYAOA (888-626-9262) with	questions.					
Institution:	Council of Omed						
Contact Person: E-mail	Tina Espina tespina@osteopathic.org						
Program: rogram Date(s): Learning Type: Credits:							
Activity ID	AQA Number	Physician Last Name	Physician First Name	Physician Middle	Credits Awarded	Specialty Credits Awarded	Credit Award Da
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8. Select the file by hitting the [Browse...] or [Choose File] button.

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- Upload				
Find a roster	Choose File No	ile chosen		
	Process Roster			
- About Multi-	Activity Roster Upload			
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ma	anage CME activities and it has	an export feature.		
Up	load a multi-activity roster with	he following steps:		
	1. Download the Multi-Activity	Roster Template		
	2. Fill the Institution, Contact F	erson, and E-mail fields in the	template. Program, Program Date, Learning	Type and Credits can
	be left blank.			
	3. Export the data from your L	VIS or other system.		
	4 Ensure the columns are in t	ne same order as those provid	ed in the template	

9. Select the Multi-Activity Roster file

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A M o s t dvancing the distinctive phi	IERICAN TEOPATHIC ASSOCIATION ilosophy and practice of osteopathic medicine.	
HOME ACTIVITIES	APPLY CREDITS PHYSICIANS SUPPORT ADMIN - ADMIN REPORTS	
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be left	t blank.	its can
3. Expor	rt the data from your LMS or other system.	
4. Ensur	re the columns are in the same order as those provided in the template.	
0	Activity ID as it appears in TraCME	
0	Physician AOA Number	
0	Physician Last Name	
0	Physician First Name	

10. [[Click [Process Roster]]

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	4. Ensu	re the columns are in th	e same order as	those provided in	the template.		
	0	Activity ID as it appear	rs in TraCME				
	0	Physician AOA Number	ər				
	0	Physician Last Name					
	0	Physician First Name					

11. Each activity will include a "Confirm and Receipt" page highlighting any error noted.

These errors occur when the TraCME system detects an issue with a physician listed on the Roster. In the example provided, the physician had already received credit for completing the activity returning a "duplicate" error.

HOME	ACTIVI	TIE	S APPLY C	RE	DITS PHYS	SICIAI	NS SUPPOR	т	ADMIN -	ADMIN REPORTS						
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12. You will need to select [Accept Valid Roster Records] for each page until you return to the original Multi-Activity Roster Upload page.

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If you have any questions, please contact Tina Espina at tespina@osteopathic.org.