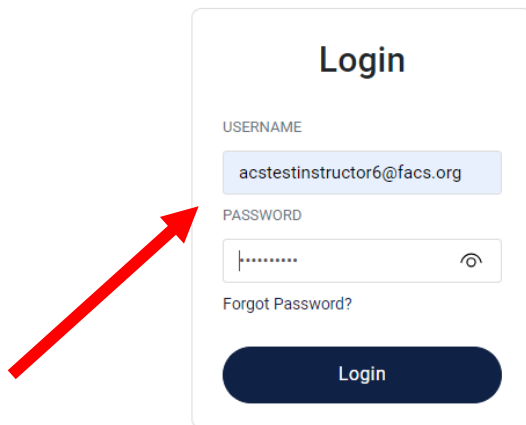


This guide will show you how to access and submit the online Disclosure Form. The Disclosure Form is required annually for all Instructors, Directors, Facilitators and Educators and must be completed prior to their involvement in any course.

1. Go to <https://traumaed.facs.org/> The Login window will appear. Use your ACS credentials to log into the system:



The screenshot shows a 'Login' form with the following fields and elements:

- Username:** A text input field containing 'acstestinstructor6@facs.org'.
- Password:** A text input field with masked characters (dots) and a toggle icon (an eye) to show or hide the password.
- Forgot Password?:** A link below the password field.
- Login:** A dark blue button at the bottom of the form.

A red arrow points from the left towards the Password field.



2. The Instructor's, Director's, Facilitator's and/or Educator's profile will appear. The Disclosure Form is located on the top right of the profile. Click on "Complete Form":

The screenshot shows the 'ACS Test Instructor #6's User Portal'. On the left is a sidebar with the ACS logo and a 'RESOURCES' link. The main content area has a header with 'Current Workspace: RTTDC' and a welcome message. Below the header, the user's profile is displayed on the left, including their ID (3747992), previous ATLS ID, first name (ACS Test), last name (Instructor #6), middle name, card display name, credentials, primary email (acstestinstructor6@facs.org), address (633. St. Clair), and address line 2. The main content area on the right is titled 'DISCLOSURE FORM' and contains a note: 'NOTE: We have not received a disclosure form from you for current year.' A red circle highlights this section, and a red arrow points to a 'Complete Form' button. Below the disclosure form section, there is a table for 'RTTDC Card(s)' with columns for 'ROLE' and 'DATE', and a section for 'HISTORY' with a 'SORT BY YEAR' dropdown and a 'YYYY' input field.

3. Tips:

- a.) Once the disclosure form is submitted the "Complete Form" button will disappear.



4. The Disclosure Form will open. The top portion of the form will automatically populate with the individual's information:

Current Workspace: RTTDC Welcome, ACS Test Instructor #6

ACS Test Instructor #6's User Portal

Resources

ID: 3747992

PREVIOUS ATLS ID:

FIRST NAME * ACS Test

LAST NAME * Instructor #6

MIDDLE NAME

CARD DISPLAY NAME

CREDENTIALS

PRIMARY EMAIL * acstestinstructor@facs.org

ADDRESS * 633. St. Clair

ADDRESS LINE 2

CITY * chicago

COUNTRY * United States

STATE / PROVINCE * Illinois

POSTAL CODE * 60618

Disclosure of Financial Relationships

Name of Individual:	ACS Test Instructor #6
Role: (Speaker, Moderator, Planning Committee, Chair Etc.)	Instructor
ACS Member ID Number (If Readily Available):	3747992
Name of Activity:	Standardized Trauma Programs – 2024

According to ACCME regulations (ACCME Standard 3), the American College of Surgeons must ensure that anyone who is able to control the content of the activity has disclosed **all financial relationships with any ineligible companies in the 24 months prior to their involvement in the educational activity.**

Ineligible Company: Companies that are not eligible to be accredited in the ACCME system (ineligible companies) are those whose primary business is producing, marketing, selling, re-selling, or distributing products used by or on patients.

Financial Relationships: Financial relationships are relevant if the following three conditions are met for the individual who will control content of the education: 1) a financial relationship, in any amount, exists between the person in control of content and an ineligible company; 2) the financial relationship existed in the last 24 months; 3) the content of the education is related to the products of an ineligible company with whom the person has a financial relationship.

All CME Planners and Speakers /Moderators/Discussants/Authors/Editors involved in the development and/or presentation of CME content must complete this form. **This form must be updated whenever circumstances require.** As relevant, all disclosure information for speakers must be revealed by a slide at the beginning of the presentation.

☐ I am an owner or employee of an ineligible company. I am to be excluded from controlling content or participating as faculty in accredited education unless the planning chair determines that I meet an ACCME exception on page 2 of the Mitigation Section. For more information: [ACCME Standard 3](#)

Complete Form

EDITION
Edition 4


Apply Filters

5. Tips:

a.) The Accreditation Council for Continuing Medical Education (ACCME) requires that anyone who has the ability to influence the creation or delivery of educational content in a CME accredited activity must disclose all relevant financial relationships with ineligible companies (defined as companies whose primary business is producing, marketing, selling, re-selling, or distributing products used by or on patients) within the prior 24 months. For more information visit: <https://accme.org/rules/standards/>



6. Scroll down the form and enter a checkmark next to each applicable financial relationship designation. In this example, the person submitting does not have any financial relationships to report and thus checks the third option:



☐ I am an owner or employee of an ineligible company. I am to be excluded from controlling content or participating as faculty in accredited education unless the planning chair determines that I meet an ACCME exception on page 2 of the Mitigation Section. For more information: **ACCME Standard 3**

☐ I am a stockholder of a privately held ineligible company (not through a mutual fund or pension plan). I am to be excluded from controlling content or participating as faculty in accredited education unless the planning chair determines that I meet an ACCME exception on page 2 of the Mitigation Section. For more information: **ACCME Standard 3**

☒ I do not have personal financial relationships with any ineligible companies as defined above.

☐ I do have financial relationship(s) with ineligible companies as defined above.

- List the names of companies that you have a financial relationship with currently or have had in the last 24 months.
- Explain what you received (i.e. salary, honorarium etc.)
- Specify your role (i.e. consultant, board member, etc.)

7. Tips:

- At least one selection must be made for the form to be submitted.
- If there are financial relationships to report (options one, two and four) see Step 10 of this guide.



8. Scroll down and click the attestation confirmation box. By clicking the box, the date will be displayed. Type your name above the date and press the Submit Form button to complete:

Please note that attesting to the following conditions are required:

I agree that I will **not directly** accept honoraria, travel expenses, in-kind contributions, or any other compensation from ineligible companies in connection with this activity (Support provided with a letter of agreement may be permissible).

If any of the information reported above changes, I will **notify ACS immediately** and update this form accordingly.

☒ By signing or typing my name below, I certify that I have identified and disclosed all financial relationships with any ineligible companies (in the last 24 months) and that all information provided herein is true and correct.

Name: ACS Test Instructor #6

Date: 06/20/2024

Submit Form

9. Tips:

a.) If the individual does not have any financial relationships with ineligible companies the Disclosure Form submission process is complete.



10. If the Instructor, Director, Facilitator and/or Educator has financial relationships to report, they should choose each of the three options available depending on the nature of the relationship(s):

☐ I am an owner or employee of an ineligible company. I am to be excluded from controlling content or participating as faculty in accredited education unless the planning chair determines that I meet an ACCME exception on page 2 of the Mitigation Section. For more information: **ACCME Standard 3**

☐ I am a stockholder of a privately held ineligible company (not through a mutual fund or pension plan). I am to be excluded from controlling content or participating as faculty in accredited education unless the planning chair determines that I meet an ACCME exception on page 2 of the Mitigation Section. For more information: **ACCME Standard 3**

☐ I do not have personal financial relationships with any ineligible companies as defined above.

☐ I do have financial relationship(s) with ineligible companies as defined above.

- List the names of companies that you have a financial relationship with currently or have had in the last 24 months.
- Explain what you received (i.e. salary, honorarium etc.)
- Specify your role (i.e. consultant, board member, etc.)

11. Tips:

- An individual can choose all three options if they are applicable.
- If options one and/ or two are selected, these relationships can only be mitigated if they meet one of the three exceptions listed in the ACCME's Standard 3: <https://accme.org/rule/identify-mitigate-and-disclose-relevant-financial-relationships/>
- It is the responsibility of the Course Director to mitigate all of the faculty's reported financial relationships (if applicable) prior to the start of the course.



12. A section will now appear where the specifics of each financial relationship must be reported. Use the “Add New Relationship” tab to report all relationships:

☒ I do have financial relationship(s) with ineligible companies as defined above.

- List the names of companies that you have a financial relationship with currently or have had in the last 24 months.
- Explain what you received (i.e. salary, honorarium etc.)
- Specify your role (i.e. consultant, board member, etc.)

COMPANY NAME	<input type="text"/>
WHAT I RECEIVED	<input type="text"/>
FOR WHAT ROLE (THE NATURE OF THE RELATIONSHIP)	<input type="text"/>

+ Add new relationship



13. Enter all necessary information about each financial relationship (the example below has reported two relationships). This will include the company name, what was received and the nature of the relationship:

☒ I **do** have financial relationship(s) with ineligible companies as defined above.

- List the names of companies that you have a financial relationship with currently or have had in the last 24 months.
- Explain what you received (i.e. salary, honorarium etc.)
- Specify your role (i.e. consultant, board member, etc.)

COMPANY NAME	The Medical Company
WHAT I RECEIVED	Consultant Fee
FOR WHAT ROLE (THE NATURE OF THE RELATIONSHIP)	Consultant
COMMERCIAL INTEREST	The Health Company
WHAT I/SPOUSE/PARTNER RECEIVED	Royalities
FOR WHAT ROLE?	Author

14. Tips:

a.) According to ACCME Standard 3: Identify, Mitigate and Disclose Relevant Financial Relationships: financial relationships of any dollar amount are defined as relevant if the educational content is related to the business lines or products of the ineligible company.



15. Once all the financial relationships have been reported scroll down to attest to the information, sign and submit the form:

Please note that attesting to the following conditions are required:

I agree that I will **not directly** accept honoraria, travel expenses, in-kind contributions, or any other compensation from ineligible companies in connection with this activity (Support provided with a letter of agreement may be permissible).

If any of the information reported above changes, I will **notify ACS immediately** and update this form accordingly.



By signing or typing my name below, I certify that I have identified and disclosed all financial relationships with any ineligible companies (in the last 24 months) and that all information provided herein is true and correct.

Name:

ACS Test Instructor #7

Date:

01/06/2025





Submit Form



16. The financial relationships that have been reported must be mitigated before the Instructor, Director, Facilitator and/or Educator can take part in a course. This will be indicated by a red COI (Conflict of Interest) Icon in the “Disclosure Received” column that coordinators will see when adding faculty to the course. This is when the Course Director reviews the financial relationships and chooses an appropriate mitigation strategy (if applicable):

FACULTY ROSTER
FACULTY COUNT: 1


[Export All](#) [Add Existing Faculty](#)

#	ID	NAME	EMAIL	COURSE ROLE	TEACHING ASSIGNMENT	DISCLOSURE RECEIVED	ROLE EXPIRATION
1	99061941	ACS Test Instructor #7	acstestinstructor7@facs.org	+	N/A	Yes 	1/6/2029

17. Once the Course Director has reviewed and decided upon an acceptable mitigation strategy, the red COI icon will turn green, and the individual is cleared to proceed:

FACULTY ROSTER
FACULTY COUNT: 1

[Export All](#) [Add Existing Faculty](#)

#	ID	NAME	EMAIL	COURSE ROLE	TEACHING ASSIGNMENT	DISCLOSURE RECEIVED	ROLE EXPIRATION
1	99061941	ACS Test Instructor #7	acstestinstructor7@facs.org	+	N/A	Yes 	1/6/2029

18. Tips:

- The mitigation process will only take place once and not for each course in which the individual is involved.
- Once this process is complete the Instructor, Director, Facilitator and/or Educator’s disclosure form responsibilities are complete for the calendar year.
- If the Instructor, Director, Facilitator and/or Educator begins a new financial relationship with an ineligible company then he or she must submit another updated disclosure form and complete the mitigation process again.
- Course Directors cannot mitigate their own financial relationships and must have them reviewed/ mitigated by a MD/DO (preferably without relationships themselves) associated with the course.

Please contact traumaeducation@facs.org if you have any questions

