



Learner Excel File Upload Instructions

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Learner Excel File Upload Instructions

Introduction

The Excel batch upload function in ACCME's Program and Activity Reporting System (PARS) offers providers the ability to add or delete multiple learner records at one time. Although this function is available for use by all providers, it will be particularly useful to organizations that already have their own CME tracking system and have the ability to map the fields in their system to the fields in PARS.

Providers can use this template to report learner completion for CME, MOC, REMS, or any combination of credit in a single row.

The main section of these instructions describes how to use a Microsoft Excel template to organize your data in such a way that it can be uploaded into PARS and the fields/values that are necessary for the upload. Additional appendices supply lists of entries expected in certain fields. Different fields are required in order to submit a learner for credit for CME, MOC, REMS, or any combination of credit.

CME: A learner's CME completion can be reported for activities offering *AMA PRA Category 1TM* credit. The activity must also have a start date that has passed, and be in a status of Active, Ready to Close, or Closed.

MOC/CC: If the activity offers credit for one or more certifying boards, learners certified by that board can have their credit reported to their certifying board. In addition to being fully registered for MOC, the activity must also have a start date that has passed, and be in a status of Active, Ready to Close, or Closed.

REMS: Learner completion for REMS activities can only be submitted by providers who have received an RPC-funded grant for a specific REMS program. In addition to being fully registered for REMS, the activity must also have a start date that has passed, and be in a status of Active, Ready to Close, or Closed.

Getting help with PARS: If you can't find what you're looking for in these instructions, you can submit your questions to the ACCME using the contact support interface within PARS. You may also contact the ACCME at info@accme.org with your questions.



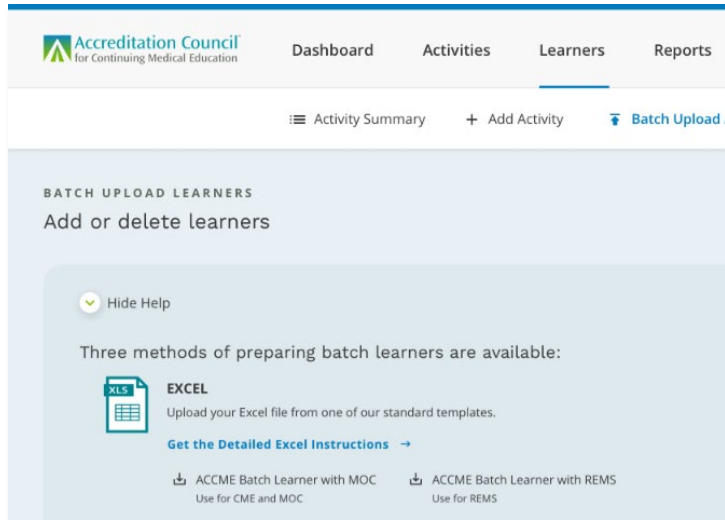
Learner Excel File Upload Instructions

Change Log

Change Date	Change Description
7/12/2022	Updated template header and instructions to allow reporting CME using both license ID and NPI. Updated REMS section to include field to designate the REMS type and the new Myco REMS field "Prescribed in Past 12 Months". Updated other REMS fields to note what is required/optional depending on the REMS type.

How to use this template

1. Download the Excel learner file from the PARS application to download the applicable template.





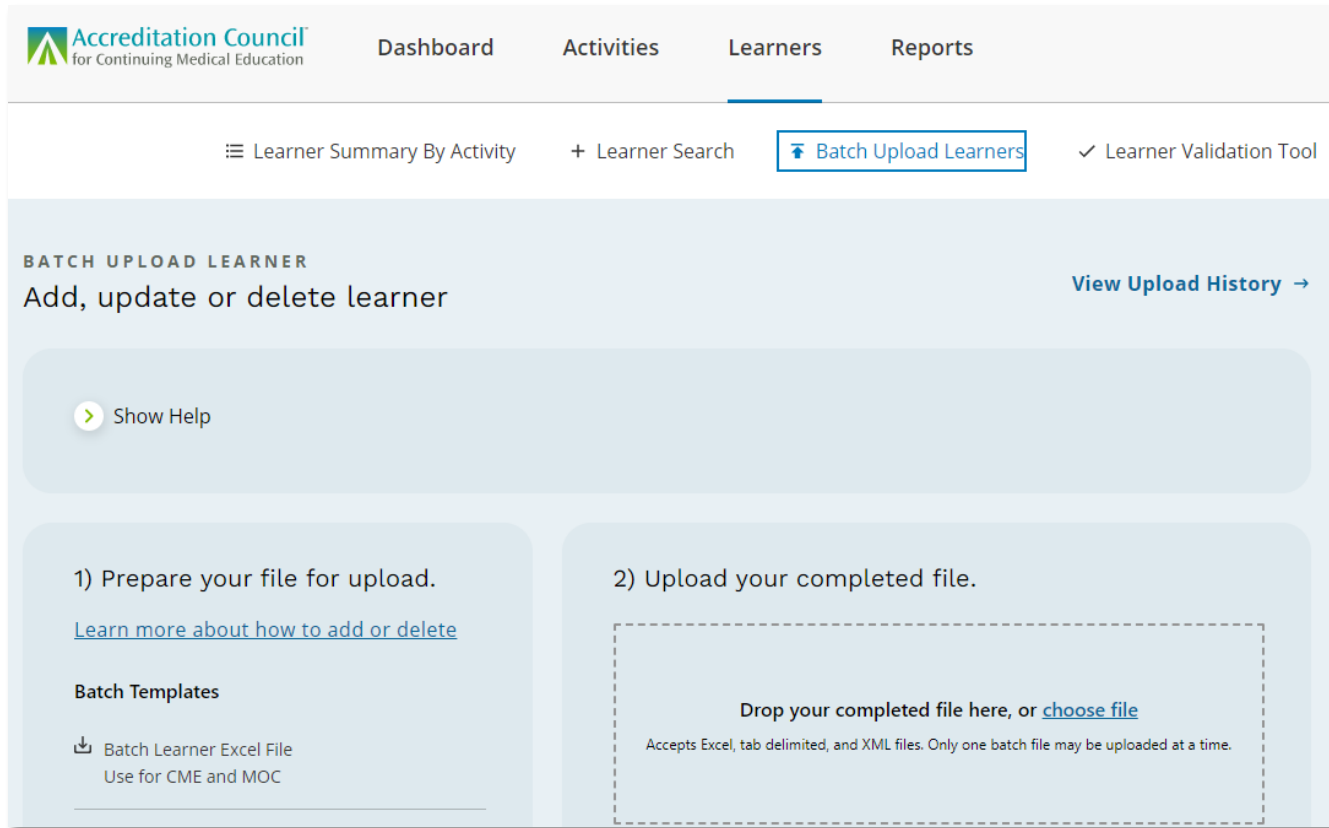
Learner Excel File Upload Instructions

- The Excel learner file displays a heading row with general instructions followed by sample data rows. After reviewing the sample data, **be sure to remove those rows from your file prior to uploading.**
- One row is needed per learner completion, and all data on the same row must relate to the same activity. You can copy and paste the number of rows needed to enter all your learner records in the batch. This will copy the cell validation/valid values into each row.
- Certain columns can be copied and repeated within the file – Copy and insert additional MOC certifying boards if the learner is dual-certified and the activity offers credits for both boards. **Note: Do not remove the header rows.**

Certifying Board	Certifying Board ID	Total Board Credits	Credit Type	Credits Awarded for Credit Type	Additional Credit Type	Credits Awarded for Additional Credit Type	Additional Credit Type	Credits Awarded for Additional Credit Type	Additional Credit Type	Credits Awarded for Additional Credit Type	Additional Credit Type	Certifying Board	Certifying Board ID	Total Board Credits	Credit Type	Credits Awarded for Credit Type	Additional Credit Type	Credits Awarded for Additional Credit Type	Additional Credit Type	
ABIM	999999	2.25	Medical Knowledge	2.25	Practice Assessment	2.25						ABP	123456	2.25	Lifelong Learning and Self-Assessment	2.25				

- Log into the ACCME Program and Activity Reporting System (PARS). Click the Program and Activity Data button, then select the Learners tab and click the “Batch Upload Learners” option.

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The screenshot shows the ACCME PARS interface for batch uploading learner files. At the top, there is a navigation bar with 'Accreditation Council for Continuing Medical Education' logo and menu items: 'Dashboard', 'Activities', 'Learners' (highlighted), and 'Reports'. Below the navigation bar, there are three main options: 'Learner Summary By Activity', '+ Learner Search', and 'Batch Upload Learners' (highlighted with a blue box). To the right of these is a 'Learner Validation Tool' with a checkmark icon. The main content area is titled 'BATCH UPLOAD LEARNER' and 'Add, update or delete learner'. A 'View Upload History' link with a right arrow is located in the top right of this section. Below the title, there is a 'Show Help' button. The instructions are divided into two numbered steps: '1) Prepare your file for upload.' and '2) Upload your completed file.'. Under step 1, there is a link 'Learn more about how to add or delete' and a section for 'Batch Templates' with a download icon and the text 'Batch Learner Excel File Use for CME and MOC'. Under step 2, there is a dashed box containing the text 'Drop your completed file here, or choose file' and a note: 'Accepts Excel, tab delimited, and XML files. Only one batch file may be uploaded at a time.'

6. Drag and drop or choose your Excel file to upload into PARS.
7. Once the file has finished uploading, click on View Upload History to see the status of the file's processing



Learner Excel File Upload Instructions

Sep 30, 2020

↓ ACCME Batch Learner Excel_Rightpoint_9.30 (2).xlsx

File Processing...

↓ ACCME Batch Learner Excel_Rightpoint_9.30.xlsx

44 Learners Added 28 Learners Deleted

[Successful Learners 9-30-20](#)

Sep 28, 2020

↓ ACCME Batch Learner Excel_Rightpoint_9.28 (2).xlsx

28 Learners Deleted

[Successful Learners 9-28-20 \(3\)](#)

↓ ACCME Batch Learner Excel_Rightpoint_9.28 (1).xlsx

13 Learners Rejected

[Successful Learners 9-28-20 \(2\)](#) | [Rejected Learners 9-28-20 \(2\)](#)

8. If there are rejected learner records, download the rejected learners to view and edit any errors within the file directly. This edited file can then be uploaded again to address any learners that were not added or deleted properly the first time.



Learner Excel File Upload Instructions

Excel File Format Fields

	Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
				CME	MOC	REMS		
General	A	Record Action	Add Delete	Yes	Yes	Yes	Users can only Update learner records in the PARS interface. Batch functionality does not support this feature.	Add
	B	ACCME Activity ID	9 digit assigned Number	Yes	Yes	Yes	Including the ACCME Activity ID ensures that the learner completions are reported into the correct activity.	201012345
	C	Completion Date	MM/DD/YYYY	Yes	Yes	Yes	Must be a date on or between the listed Activity Start Date and End Date, or between the Activity Start Date and the Credit Claim Date (if reporting any MOC for a learner)	02/02/2021
	D	First Name	Text	Yes	Yes	No		Rebecca
	E	Last Name	Text	Yes	Yes	No		Test
	F	Date of Birth	MM/DD	Yes	Yes, for applicable boards*	No	Only the Month and Day should be entered – no year. *ABA and ABP do not require the DOB	02/01
CME	G	Licensing State	See Appendix A for valid values	Yes	No	No	If the physician is licensed in multiple states, enter just one state and matching ID.	North Carolina
	H	Licensing ID or NPI	Text	Yes	No	No	You can enter either the learner's license ID or their individual 10-digit NPI. License ID is the preferred identifier.	8888-8888
	I	Number of CME Credits	Decimal (00.00)	Yes	No	No	Credit amount must be in 0.25 increments.	6.75
<p>The following 11 columns should be repeated if the learner is certified with more than one board, and the activity is registered for the applicable boards</p>								



Learner Excel File Upload Instructions

	Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
				CME	MOC	REMS		
MOC	J	Certifying Board	ABA ABIM ABO ABOHNS ABP ABPATH ABS	No	Yes	No		ABOHNS
	K	Certifying Board ID	Text	No	Yes	No	ABS does not require the certifying board ID	999333
	L	Total Board Credits	Decimal (00.00)	No	Yes	No	The total amount of MOC the learner earned	6.75
	M	Credit Type	See Appendix B for valid values	No	Yes	No	At least one credit type must be selected to report a learner for MOC	Self-Assessment
	N	Credits Awarded for Credit Type	Decimal (00.00)	No	Yes	No	At least one credit type must have credit awarded in order to report a learner for MOC	6.75
	O	Additional Credit Type	See Appendix B for valid values	No	Yes, if applicable	No	If a learner has earned more than one credit type from activity participation, these additional field(s) should be completed	Patient Safety
	P	Credits Awarded for Additional Credit Type	Decimal (00.00)	No	Yes, if applicable	No		1.00
	Q	Additional Credit Type	See Appendix B for valid values	No	Yes, if applicable	No		[blank]
	R	Credits Awarded for Additional Credit Type	Decimal (00.00)	No	Yes, if applicable	No		[blank]
	S	Additional Credit Type	See Appendix B for valid values	No	Yes, if applicable	No		[blank]
T	Credits Awarded for Additional Credit Type	Decimal (00.00)	No	Yes, if applicable	No	[blank]		
REMS	U	REMS Type	Text	No	No	Yes	One REMS type must be selected to report a learner for REMS.	OAREMS
	V	Provider Learner ID	Text	No	No	Yes	This should be unique per learner completion per activity.	1012
	W	Practice State	See Appendix C for valid values	No	No	Optional for OA REMS; Required for Myco REMS	State must be submitted as the two-letter abbreviation.	NC



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Col.	Field Name	Valid Values/ Format	Data is Required in Field:			Comments	Example Data
			CME	MOC	REMS		
X	Profession	Physician Advanced practice nurse Pharmacist Dentist Optometrist Physician Assistant Podiatrist Nurse Psychologist Other health care professional Other	No	No	Yes		Physician
Y	Practice Area	See Appendix D for values valid for each REMS program	No	No	Optional for OA REMS; Required for Myco REMS		Other surgical specialty
Z	DEA Registration	Individual Institutional None	No	No	No		Institutional
AA	Surgical Procedures	Yes No	No	No	No		Yes
AB	Time in Practice	Trainee 0-5 years post training 6-10 years 11-15 years 16-20 years 21+ years	No	No	No		Trainee
AC	Prescribed in Past 12 months?	Yes No	No	No	Required for MycoREMS		Yes

Appendix A – List of Licensing States

State/Territory	State/Territory	State/Territory	State/Territory
Alabama	Illinois	Nevada	South Dakota
Alaska	Indiana	New Hampshire	Tennessee
American Samoa	Iowa	New Jersey	Texas
Arizona	Kansas	New Mexico	Virgin Islands
Arkansas	Kentucky	New York	
California	Louisiana	North Carolina	Utah



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Colorado	Maine	North Dakota	Vermont
Connecticut	Maryland	Northern Mariana Islands	Virginia
Delaware	Massachusetts	Ohio	Washington
District of Columbia	Michigan	Oklahoma	West Virginia
Florida	Minnesota	Oregon	Wisconsin
Georgia	Mississippi	Pennsylvania	Wyoming
Guam	Missouri	Puerto Rico	
Hawaii	Montana	Rhode Island	
Idaho	Nebraska	South Carolina	

Appendix B – MOC credit type values

Board Name	Board Value	No. of Available Credit Types	Valid Credit Type Values	Credit Amount Values	Notes
American Board of Anesthesiology	ABA	2	Lifelong Learning	Should equal CME earned	A record must always include Lifelong Learning
			Patient Safety	Can be less than or equal to CME earned	
American Board of Internal Medicine	ABIM	3	Medical Knowledge	Can be less than or equal to CME earned	Patient Safety credit cannot be submitted alone
			Practice Assessment		
			Patient Safety		
American Board of Ophthalmology	ABO	4	Lifelong Learning	Should equal CME earned	A record must always include Lifelong Learning
			Self-Assessment	Can be less than or equal to CME earned	
			Improvement in Medical Practice		
American Board of Otolaryngology – Head and Neck Surgery	ABOHNS	3	Self-Assessment	Can be less than or equal to CME earned	Patient Safety credit cannot be submitted alone
			Improvement in Medical Practice		
			Patient Safety		
American Board of Pathology	ABPath	2	Lifelong Learning	Should equal CME value earned	A record must always include Lifelong Learning
			Improvement in Medical Practice	Can be less than or equal to CME earned	
American Board of Pediatrics	ABP	1	Lifelong Learning and Self-Assessment	Can be less than or equal to CME earned	
American Board of Surgery	ABS	2	Accredited CME	Should equal CME earned	A record must always include Accredited CME
			Self-Assessment	Can be less than or equal to CME earned	



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Appendix C – List of REMS Practice States

State/Territory	State/Territory	State/Territory	State/Territory
AL	IN	NH	SD
AK	IA	NJ	TN
AZ	KS	NM	TX
AR	KY	NY	VI
CA	LA	NC	UT
CO	ME	ND	VT
CT	MD	MP	VI
DE	MA	OH	WA
DC	MI	OK	WV
FL	MN	OR	WI
GA	MS	PW	WY
GU	MO	PA	
HI	MT	PR	
ID	NE	RI	
IL	NV	SC	

Appendix D – REMS Practice Areas

Profession	OA REMS?	MYCO REMS?
Allergy and Immunology	No	Yes
Anesthesiology	Yes	No
Cardiology	No	Yes
Critical Care	Yes	No
Dentistry	Yes	No
Dermatology	No	Yes
Emergency	Yes	No
Family Medicine	Yes	Yes
Gastroenterology	No	Yes
General surgery	Yes	No
Geriatric	Yes	No
Hematology	Yes	Yes
Hepatology	No	Yes
Hospice and/or Palliative Care	Yes	No
Internal Medicine	Yes	Yes
N/A	Yes	Yes
Nephrology	No	Yes
Neurology	Yes	Yes
Obstetrics/Gynecology	Yes	No
Obstetrics/Gynecology (OB-GYN)	No	Yes



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Oncology	Yes	No
Ophthalmology	Yes	No
Orthopedic surgery	Yes	No
Other	Yes	Yes
Other surgical specialty	Yes	No
Pain	Yes	No
Pediatric	Yes	No
Pediatrics	No	Yes
Physical Medicine and Rehabilitation	Yes	No
Psychiatry	Yes	No
Pulmonology	No	Yes
Rheumatology	No	Yes
Substance Use Disorder	Yes	No
Surgery	No	Yes
Urology	Yes	No
Transplantation	No	Yes

Appendix E – Error Codes

Code	Description
601	Learner record action was not specified.
602	Learner record action is not valid.
603	Duplicate record (Credit ID was same as a previous record).
605	Record not found. Delete action has unknown credit ID.
607	Learner record deletion cannot be accepted by Board.
621	Missing diplomate ID.
622	Missing diplomate first name.
623	Missing diplomate last name.
624	Missing diplomate date of birth.
630	Missing ACCME activity ID.
631	Missing activity completion date.
632	Missing MOC points.
650	Missing ACCME credit ID.
661	Diplomate ID not found in Board records.
664	Diplomate date of birth does not match Board record for this diplomate ID.
665	Diplomate name does not match Board record.
670	Activity ID does not match with a registered MOC activity.
671	Activity completion date not valid.
672	Activity completion date precedes activity start date.



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673	MOC points not valid.
674	MOC points awarded are greater than amount listed for activity.
675	MOC points not in increment of .25
676	Invalid activityCertification value.
677	Missing creditCertificate element.
678	Invalid activity credit certificate. Activity certificate [Activity Certificate Name] allowed once per learner submission record.
680	Patient safety credit not available for activity.
681	Practice assessment credit not available for activity
690	ACCME activity ID does not exist
705	Due date for reporting participant data has passed. PARS will not accept participant records after the deadline set by the specialty board for the reporting year.
706	Deadline for deleting participant data has passed. PARS will not accept deletions of participant records past the date set by the specialty board.
709	Record is a duplicate for learner completion previously reported to Board.
710	Maximum MOC points already granted.
711	MOC points reported exceed maximum available to this learner for this activity.
712	Learner ID type is not valid.
713	Activity registration type is not valid.
714	OA REMS required field missing: [name of field]
715	OA REMS field [name of field] contains invalid data
716	Activity ID does not match a registered OA REMS activity.
717	Learner cannot receive MOC credit for multiple completions of this activity on a single date.
718	Unable to match a learner with the information provided
719	Diplomate birth date not valid.
720	Licensing state and licensing ID must be specified together
721	Unknown Licensing Board
722	CME Credits not valid.
723	DEA Registration not valid
724	Practice Area not valid
725	Practice State not valid
726	Profession not valid
727	Time in Practice not valid
728	Unknown MOC Board
729	Missing DEA Registration
730	Missing Practice Area
731	Missing Practice State
732	Missing Profession
733	Missing Surgical Procedures
734	Missing Time in Practice
735	MOC Credit Type not valid
736	Unknown REMS
737	Record matches multiple Diplomates



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746	Missing Activity completion date
747	Activity completion date is after activity end date.
748	Total AMA Credits cannot be higher than the credits offered
749	Learners may not be reported for draft activities
750	Learners may not be reported for activities in the future
751	Repeat participation is not allowed
752	Prescribed in past year missing
753	Prescribed in past year not valid
999	General learner record processing error.