



825 CHALKSTONE AVENUE
PROVIDENCE, RI 02908-4735
www.rwmc.org

Dear Activity Planner,

In preparing your application it is important that you are aware of, and follow, the Accreditation Council for Continuing Medical Education (ACCME) requirements. The ACCME requirements can be reviewed at www.accme.org. Every four years the Roger Williams Medical Center is surveyed by the Rhode Island Medical Society (RIMS). RIMS is a [recognized](#) accreditor by the ACCME. As part of the survey, the Documentation Review presents the opportunity for ACCME accredited surveyors to assess our performance with respect to planning and presentation of CME activities. As you prepare your application, please keep in mind that in order for the Roger Williams Medical Center to maintain its ACCME accreditation, your activity must meet or exceed the requirements.

Sincerely,

A handwritten signature in black ink, reading "Janice M. O'Dowd".

Janice M. O'Dowd, CCMEP
Administrator, CME Program
Roger Williams Medical Center
825 Chalkstone Ave.
Providence, RI 02908