



Activity Tab Delimited File Upload Instructions

For Reporting Year 2016 and Greater

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Introduction

The tab delimited batch upload function in ACCME's Program and Activity Reporting System (PARS) offers providers the ability to add or update multiple activity 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. The tab delimited batch upload cannot be used to register activities for MOC points. Please see the [XML batch upload](#) function or [PARS Web Services](#) for reporting options that do accommodate MOC registration.

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.

[Appendix A](#) describes the fields that are necessary for the upload. Other appendices supply details about how PARS works and lists of entries expected in certain fields.

Below is a discussion of some key concepts about the way PARS manages activity records. Understanding these concepts will be helpful throughout your work with the system.

Open and Closed activity records: In PARS, the record for an activity can be in one of two states: Open or Closed. You need to complete certain fields to "Open" an activity, or establish it as a record in the database. An activity record will remain Open until you input all the required data for that activity. Once all required data is input, the record's status will change to "Closed." *Note that an activity can be "Closed" even if it has not taken place; it is possible for providers to fill in data for all required fields in an activity prior to it occurring.* You can update data after activities are Closed. [Appendix A](#) shows the fields required for each status.

Adding or Updating activity records: During the upload process, PARS will check each record in the file to determine whether it relates to a new activity record or to an existing activity record (see [Appendix B](#) for a description of the logic PARS uses to identify an update to an existing record). In order to add a new activity record, a minimal set of fields must contain data (see [Appendix A](#) for the fields that must contain data in order to Open an activity record). If the record being uploaded matches an existing activity record, it is treated as an update to the record, and the data in the new record will overwrite the data in the existing activity record.

Program Summary: ACCME requires that providers complete an annual Program Summary which summarizes the income attributable to your CME Program. The Program Summary reflects two kinds of data: first, it shows the aggregation of the monetary commercial support from each of the activities your organization provided, and second, it allows you to report four other types of income that you received in support of your CME Program:



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- Advertising & exhibit income
- Registration fees received
- Government monetary grants received
- Private monetary donations received

The only kind of monetary income that you can report through this upload is the amount of commercial support received for specific activities. You will need to use the PARS Program Summary form to manually enter data about the four other types of income listed above.

As a final step to year-end reporting requirements, providers “attest” to the accuracy and completeness of their reported data on the Program Summary. Once you have attested for a Reporting Year, you cannot add or update activities or make changes to the Program Summary. Contact your accreditor if you need to have your attestation reversed.

Getting help with PARS: You can click on Help from any screen within PARS to access frequently asked questions and helpful videos. If you can't find what you're looking for in this information, 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.



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Creating a Tab Delimited File Using the Excel File Template

It is important to note that it is not possible to upload data directly from an MS Excel file into PARS. The PARS MS Excel file template is offered as a tool to facilitate entry of activity data in a structured format. Once the data is in Excel, it is then easy to save it as a tab-delimited text file, which can be uploaded into PARS.

It is not necessary to use the MS Excel file template to create a tab-delimited text file. Other applications and database systems may offer the capability to export data directly into this format, although you may need some technical knowledge of the software that currently stores your data in order to set up this export. For detailed information about the fields required in the tab-delimited file, please refer to [Appendix A](#).

How to Enter Activities Using the MS Excel File Template for Reporting Year 2016 and Greater

1. Download the Excel Activities file and save a copy to your computer. The file is available for download at <http://www.accme.org/news-publications/publications/templates/accme-pars-tab-delimited-template-2016>
2. The Excel Activities file displays a heading row followed by sample data rows. After reviewing the sample data, Clear Contents of the sample data rows. In Excel, you can Clear Contents by highlighting the rows, right clicking with the mouse, and then choosing Clear Contents.

Note: You may also delete these sample data rows, but deleting them will remove the validation on the cells. This validation provides helpful information during manual data entry.

If you plan to copy and paste data into the Activities spreadsheet from other sources, or if you plan to use Excel formulas to add data to the Activities spreadsheet, it is recommended that you delete the sample data rows instead of clearing them.

3. One row is needed per activity. From the rows you cleared in Step 2, copy and paste the rows needed for entering all the activities. This will copy the cell validation into the rows.
4. The example Excel file currently has columns to accommodate details for up to three commercial support sources.

Note: If an activity has more than three commercial support sources, then you will need to copy columns 48 through 55 and paste these columns after the last column in the current Excel file so you can report all commercial support sources.



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5. Enter Activity data into this file. There should be one row for each activity, and all data on the same row must relate to the same activity.

See the Appendix A - File Format section of this document for specific data requirements.

A few tips about entering activities in the Excel file:

- Number values cannot include commas. Currency amounts cannot include \$ characters.
 - If you are not reporting an optional field, do not delete it from the spreadsheet. The column must appear in the file, even if it is always left empty.
 - Do not re-arrange the order in which the columns appear.
6. Save the Excel file in the Excel .xls or .xlsx format. This .xls or .xlsx version can be used if further changes are needed to the file.

How to Create a Tab-Delimited Text File from the Excel File

7. Delete the heading row (first row) in the Excel file that you saved in the previous step.
8. Choose the Save As option and save the Excel file as type Text (Tab delimited) (*.txt).

Note: The Excel file saved in Step 6 is only used for updating the file if changes are needed. The actual file that will be uploaded is the Tab delimited file saved within this step.

How to Upload the Tab-Delimited Text File

9. Log into the ACCME Program and Activity Reporting System (PARS). Click the Program and Activity Data button, then select the Activities tab and click the "Batch Upload Activities" button.



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10. In the pop-up that appears, choose that you want to upload activities for Reporting Year 2016 and Greater and click the Continue button.

Choose a Reporting Year

For which reporting years do you want to upload activities?*

Reporting Year 2016 and greater

Continue **Cancel**

11. On the Activity File Upload page, select the Tab Delimited option, find the tab delimited text file that you want to upload, and select the "Upload & Validate File" button.

ACCME learn well

Program and Activity Reporting System (PARS)

Logged in as **Jordan Tester** | 1234567
AAA Test Organization

[Home](#) [Activities](#) [Program Summary](#)

[Help](#) | [Main Menu](#) | [Log Out](#)

Organization

- + Download Summary of Closed Activities

Activities

- + Add an Activity
- + Batch Activity Upload
- + Download All Activities
- + Download MOC Activities
- + Download REMS Activities
- + Download Activities Selected for Review

Participants

- + Batch Participant Upload
- + View Participant Summary

Please do not use the 'Back' or 'Forward' buttons on your browser when navigating in system.

AAA Test Organization

Batch Upload Activities for Reporting Year 2016 or greater

Two file format options are offered for batch uploading activity data:

- Tab-delimited:** This type of upload accepts a TXT (text) file that has been specially formatted. This type of file can easily be created by a spreadsheet program such as Microsoft Excel. [Learn more about](#) the tab-delimited upload option, including detailed instructions and an electronic file template you can download.
- XML:** This type of upload accepts XML files formatted to conform with the Medical Education Metrics (MEMS) XML standard created by MedBiquitous Consortium. Technical knowledge of XML is required to use this batch upload feature. [Click here](#) for more information.

Be sure to read the instructions for the batch upload method you have chosen prior to preparing your upload file.

Once you have prepared your upload file according to the specifications of the file upload format you have chosen, you can complete your upload by following these steps:

- Click the "Browse..." button below to locate your file
- Select the option for the file format (tab-delimited or XML) you are using
- Click "Upload & Validate File". The system will check the file for any errors. If validation errors are noted, you must resolve them and upload a corrected version of your file.

If there are no validation errors, you will be asked whether you want to proceed with the upload. You must click the "Yes, proceed" button in order to complete the upload and add your data.

File to Upload: No file chosen

File Format: Tab Delimited [Download tab-delimited activity file template \(2016 and greater\)](#)
 XML [Download XML Schema \(2016 and greater\)](#)


Quit without uploading **Upload & Validate File**



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12. If there are any errors in the file, a message will display the problems and no activities will be uploaded to the system. To correct the errors, go back to the Excel file saved in Step 6 and fix the errors. Then, complete the subsequent steps. (See [Appendix D](#) for more information about error messages.)

 1 Errors Found in file 635_20190110_ACCME_PARS_Activity_TabDelimited_Template_2016_and_Greater.txt

Fix the file errors listed below, then re-upload the corrected file. [Download Error Report](#)

Line 22, Field 5: Missing required field: Activity Title

13. If there are no errors in the file, a confirmation message will appear. **IMPORTANT:** To complete the batch upload, click the “Yes, proceed” button.


 635_20190110_ACCME_PARS_Activity_TabDelimited_Template_2016_and_Greater.txt validation successful

File Upload Summary

FileName: 635_20190110_ACCME_PARS_Activity_TabDelimited_Template_2016_and_Greater.txt
Number of activities that will be added: 4
Number of activities that will be updated: 0

Do you want to proceed with these additions and/or updates?

14. After the activities have been successfully uploaded, a summary message will appear.

 635_20190110_ACCME_PARS_Activity_TabDelimited_Template_2016_and_Greater.txt uploaded successfully

File Upload Summary

FileName: 635_20190110_ACCME_PARS_Activity_TabDelimited_Template_2016_and_Greater.txt
Number of activities added: 4
Number of activities updated: 0

You can view the activities you added and/or updated on the [activities summary page](#)



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Appendix A – Tab Delimited File Format

- The tab delimited text file must be saved and uploaded as a .txt file.
- There must be at least 55 fields present in each activity record. Even if data is not required in a field, the system will expect the field to appear in the record with a blank (NULL) value, and the null value should be separated by tab-delimiters. If you use the Excel template file, leave the cells that do not contain data completely blank (do not enter a zero or a space – enter no character at all). The columns left empty will create the appropriate blank (or null) values automatically when you save the file as a tab-delimited .txt file.

Note: It is possible for a record to exceed 55 fields if fields 48-55 are repeated for multiple sources of commercial support. See the sample Excel file where fields 48-55 have been repeated twice to accommodate up to three sources of commercial support.

- When you are reporting details about your activities' sources of commercial support, and an activity receives commercial support from multiple sources, columns 48-55 must be repeated for each source of commercial support. It is important to include ALL of the columns for EVERY source of commercial support, even if they must be left blank because they were not applicable to the support received from that source.
- When you prepare the Excel file that will be used to create a tab-delimited .txt file for upload to PARS, there are certain characters that should be avoided in the text entries. These characters, known as control codes, impart formatting to text within a cell and can include tabs within cells, carriage returns, and line feeds. When the Excel file is saved in tab-delimited .txt format, these characters will cause the columns and rows in your .txt file to break unexpectedly, and you will receive validation errors when you attempt to upload the file. Control characters should be removed from text in Excel before you create the .txt file for upload.
- The following table provides the details on the File Format specification.



Activity Tab Delimited File Upload Instructions

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List of Tab-Delimited File Format Fields

| No | Field Name | Type/Format | Data is Required in Field: | | Comments | Example Data |
|----|-----------------------------|---|----------------------------|---|--|-------------------|
| | | | To Open Activity Record | To Close Activity Record | | |
| 1 | Template | Text | Yes | Yes | The text "Template D" must appear in this field for all activities for Reporting Years 2016 and greater. Activities for other Reporting Years cannot be included on this version of the template. | Template D |
| 2 | ACCME Activity ID | Number (unique numeric ACCME Activity ID) | No | Yes, every activity must have EITHER a Provider Activity ID OR ACCME Activity ID, but not both. | ACCME Activity ID is assigned by PARS. This field should be blank when a new activity record is being added. | 10000000 |
| 3 | Provider Activity ID | Text (unique Provider Activity ID) | Yes | | | 8213C |
| 4 | Reporting Year | 4-digit year | Yes | Yes | Reporting Year indicates the year in which the activity should be counted for aggregate reporting (Annual Report) purposes Rule 1: Activities cannot be added or updated for a Reporting Year if the data for that year has already been attested as complete. Rule 2: Only activities for Reporting Years 2016 and greater can be uploaded using this version of the template. Rule 3: Existing activities cannot be updated to have a Reporting Year that differs from their current Reporting Year in PARS. Rule 4: Activities cannot be added or updated for a Reporting Year that is more than 1 year greater the current year. | 2018 |
| 5 | Activity Title | Text | Yes | Yes | | Administering CPR |
| 6 | Activity Date | Date in the format of MM/DD/YYYY | Yes | Yes | Enter the start date of the activity. | 10/01/2018 |



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| No | Field Name | Type/Format | Data is Required in Field: | | Comments | Example Data |
|----|--------------|---|---|---|---|--------------|
| | | | To Open Activity Record | To Close Activity Record | | |
| 7 | City | Text | <p>This field is required for the following Activity Types: C RSS</p> <p>(See 11 below for Activity Type code key.)</p> <p>For other Activity Types this field should be left blank</p> | <p>This field is required for the following Activity Types: C RSS</p> <p>(See 11 below for Activity Type code key.)</p> <p>For other Activity Types this field should be left blank</p> | | |
| 8 | State | Valid United States Postal Service two-letter U.S. State abbreviation | <p>This field is required for the following Activity Types: C RSS</p> <p>(See 11 below for Activity Type code key)</p> <p>For other Activity Types this field should be left blank.</p> | <p>This field is required for the following Activity Types: C RSS</p> <p>(See 11 below for Activity Type code key)</p> <p>For other Activity Types this field should be left blank.</p> | <p>See Appendix E for a list of U.S. territories/regions codes.</p> | IL |



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| No | Field Name | Type/Format | Data is Required in Field: | | Comments | Example Data |
|----|----------------------|---|---|---|---|--------------|
| | | | To Open Activity Record | To Close Activity Record | | |
| 9 | Country | Valid 3-letter country code | This field is required for the following Activity Types: C RSS For other Activity Types this field should be left blank. | This field is required for the following Activity Types: C RSS For other Activity Types this field should be left blank. | See Appendix E for a list of country codes. | USA |
| 10 | Providership | Valid entries: Direct Joint | No | Yes | A directly provided (formerly called "sponsored") activity is planned, implemented and evaluated by the accredited provider. Include co-provided activities (provided by two accredited providers) in this category if you are the accredited provider awarding the credit. In contrast, a jointly provided activity is one that is planned, implemented and evaluated by the accredited provider and a non-accredited entity. | Joint |
| 11 | Activity Type | One of the following Activity Type Codes: C RSS IL EM IEM JN MR TIW CML PI ISL LFT O | Yes | Yes | <u>Activity Type Code Key:</u> C → Course RSS → Regularly Scheduled Series IL → Internet Live Course EM → Enduring Material IEM → Internet Activity Enduring Material JN → Journal-based CME MR → Manuscript Review TIW → Test Item Writing CML → Committee Learning PI → Performance Improvement ISL → Internet Searching and Learning LFT → Learning from Teaching O → Other (Note: Other activities require a description in column 28) | C |



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| No | Field Name | Type/Format | Data is Required in Field: | | Comments | Example Data |
|----|---|--|----------------------------|--------------------------|---|--------------|
| | | | To Open Activity Record | To Close Activity Record | | |
| 12 | Hours of Instruction | Decimal (00.00) | No | Yes | Total hours of educational instruction provided. Ex: If a one-day course lasts 8 hours, then hours of instruction equals 8. See the ACCME's website for information about how to report hours of instruction for each activity type. | 5.5 |
| 13 | # of Physicians | Number. Do not use commas in the number. | No | Yes | The number MD's and DO's that participated in the activity. Include residents in this category. See the ACCME's website for information about how to report physician participants for each activity type. | 1105 |
| 14 | # of Other Learners | Number. Do not use commas in the number. | No | Yes | Other Learners (formerly called "Non-physicians") are attendees other than MD's or DO's, such as nurses, physician assistants, and other health professionals. See the ACCME's website for information about how to report other learners for each activity type. | 12 |
| 15 | Commercial Support Received? | Valid entries: Yes No | No | Yes | Commercial support is financial or in-kind contributions given by a commercial interest that is used to pay all or part of the costs of a CME activity. | Yes |
| 16 | Designed to change Competence? | Valid Entries: Yes No | No | Yes | | Yes |
| 17 | Changes in Competence evaluated? | Valid Entries: Yes No | No | Yes | | No |
| 18 | Designed to change Performance? | Valid Entries: Yes No | No | Yes | | No |



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| No | Field Name | Type/Format | Data is Required in Field: | | Comments | Example Data |
|----|---|---|----------------------------|--------------------------|--|--------------|
| | | | To Open Activity Record | To Close Activity Record | | |
| 19 | Changes in Performance evaluated? | Valid Entries: Yes No | No | Yes | | Yes |
| 20 | Designed to change Patient Outcomes? | Valid Entries: Yes No | No | Yes | | No |
| 21 | Changes in Patient Outcomes evaluated? | Valid Entries: Yes No | No | Yes | | No |
| 22 | Sub-category: Case based discussion | Valid Entries: Yes No | No | No | OPTIONAL: if you choose, you can enter one or more sub-categories for the following Activity Types: C IL REQUIRED: a text description in column 28 is required for the following Activity Types: O For other Activity Types fields 22 to 28 should be left blank. | Yes |
| 23 | Sub-category: Lecture | Valid Entries: Yes No | | | | No |
| 24 | Sub-category: Panel | Valid Entries: Yes No | | | | No |
| 25 | Sub-category: Simulation | Valid Entries: Yes No | | | | Yes |
| 26 | Sub-category: Skill-based training | Valid Entries: Yes No | | | | Yes |
| 27 | Sub-category: Small group discussion | Valid Entries: Yes No | | | | No |
| 28 | Sub-category: Other | Text (description of the Other Subcategory) | | | | Internship |



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| No | Field Name | Type/Format | Data is Required in Field: | | Comments | Example Data |
|----|--|--|----------------------------|---|--|--|
| | | | To Open Activity Record | To Close Activity Record | | |
| 29 | Joint Provider | Text - name(s) of Joint Provider(s). Names of multiple Joint Providers should be separated by a semicolon. | No | Yes | If you entered "Joint" in Providership (field 10) then enter the name(s) of the joint providers in this field. Separate the name of each organization with a semicolon. If you entered "Direct" in Providership (field 10) then leave this field blank. | County Hospital; State Hospital |
| 30 | Number of AMA PRA Category 1 Credits™ Designated | Decimal (00.00) | No | Yes | The maximum number of AMA-PRA Category 1 Credits designated for the activity. This may or may not equal Hours of Instruction . | 5 |
| 31 | Description of Content | Text (maximum is 2500 characters) | No | No | OPTIONAL: If available, please insert a copy of the abstract for the activity. Otherwise, you may enter the activity objectives, or describe the content using your own words. | Diet and its impact on both preventing and contributing to adult onset Diabetes. |
| 32 | ABMS/ACGME- Patient Care and Procedural Skills | Valid Entries: Yes No | No | Yes, at least one of the competencies (fields 32 to 47) must report a "Yes" value to close an activity. | Use fields 32 to 47 to report the competencies in whose context an activity was developed. | Yes |
| 33 | ABMS/ACGME- Medical Knowledge | Valid Entries: Yes No | No | | | Yes |
| 34 | ABMS/ACGME- Practice-based Learning and Improvement | Valid Entries: Yes No | No | | | Yes |
| 35 | ABMS/ACGME- Interpersonal and Communication Skills | Valid Entries: Yes No | No | | | Yes |



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| No | Field Name | Type/Format | Data is Required in Field: | | Comments | Example Data |
|----|---|-----------------------------|----------------------------|---|--|--------------|
| | | | To Open Activity Record | To Close Activity Record | | |
| 36 | ABMS/ACGME-Professionalism | Valid Entries: Yes No | No | Yes, at least one of the competencies (fields 32 to 47) must report a "Yes" value to close an activity. | Use fields 32 to 47 to report the competencies in whose context an activity was developed. | Yes |
| 37 | ABMS/ACGME-Systems-based Practice | Valid Entries: Yes No | No | | | Yes |
| 38 | National Academy of Medicine-Provide patient-centered care | Valid Entries: Yes No | No | | | Yes |
| 39 | National Academy of Medicine-Work in interdisciplinary teams | Valid Entries: Yes No | No | | | Yes |
| 40 | National Academy of Medicine-Employ evidence-based practice | Valid Entries: Yes No | No | | | Yes |
| 41 | National Academy of Medicine-Apply quality improvement | Valid Entries: Yes No | No | | | Yes |
| 42 | National Academy of Medicine-Utilize informatics | Valid Entries: Yes No | No | | | Yes |



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| No | Field Name | Type/Format | Data is Required in Field: | | Comments | Example Data |
|----|---|-----------------------------|----------------------------|---|--|--------------|
| | | | To Open Activity Record | To Close Activity Record | | |
| 43 | Interprofessional Education Collaborative-Values/Ethics for Interprofessional Practice | Valid Entries: Yes No | No | | | Yes |
| 44 | Interprofessional Education Collaborative-Roles/Responsibilities | Valid Entries: Yes No | No | Yes, at least one of the competencies (fields 32 to 47) must report a "Yes" value to close an activity. | Use fields 32 to 47 to report the competencies in whose context an activity was developed. | Yes |
| 45 | Interprofessional Education Collaborative-Interprofessional Communication | Valid Entries: Yes No | No | | | Yes |
| 46 | Interprofessional Education Collaborative-Teams and Teamwork | Valid Entries: Yes No | No | | | Yes |
| 47 | Other Competencies-Competencies other than those listed were addressed | Valid Entries: Yes No | No | | | Yes |



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| No | Field Name | Type/Format | Data is Required in Field: | | Comments | Example Data |
|---|---|-------------------------------|----------------------------|--|--|--------------|
| | | | To Open Activity Record | To Close Activity Record | | |
| If you are reporting commercial support source details, the fields 48 to 55 below must be repeated if your activities have multiple sources of commercial support. Repeat these fields enough times to accommodate the maximum number of commercial supporters associated with any of the activities. | | | | | | |
| 48 | Commercial Support Source | Text (name of Support Source) | No | Yes, if the activity received commercial support (#15 is "Yes") | If you entered "Yes" in Commercial Support Received field (field 15), then use this field to identify the source of commercial support. If you entered "No" in Commercial Support Received field (field 15), please leave this field blank. | Abbott |
| 49 | Monetary Amount Received (for Support Source) | U.S. dollar amount (00.00) | No | Yes, if the activity received commercial support (#15 is "Yes") | If you entered "Yes" in Commercial Support Received (field 15), then use this field to report the U.S. dollar amount: >= 0.00 is a valid entry. Please do not use commas or "\$" sign. If you entered "No" in Commercial Support Received field (field 15), please leave this field blank. | 598.00 |
| 50 | In-Kind Support Received - Durable equipment? (for Support Source) | Valid Entries: Yes No | No | Yes, if the activity received commercial support (field 15 is "Yes"), enter the Total Monetary Amount Received (field 49) and/or | If you entered "Yes" in Commercial Support Received (field 15), then use fields 50 to 55 to report the nature of any In-Kind Commercial Support received. If you entered "No" in Commercial Support Received (field 15), please leave fields 50 to 55 blank. | Yes |
| 51 | In-Kind Support Received - Facilities/Space? (for Support Source) | Valid Entries: Yes No | No | | | No |



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| No | Field Name | Type/Format | Data is Required in Field: | | Comments | Example Data |
|----|--|-----------------------------|----------------------------|--|----------|--------------|
| | | | To Open Activity Record | To Close Activity Record | | |
| 52 | In-Kind Support Received - Disposable supplies (Non-biological)? (for Support Source) | Valid Entries: Yes No | No | indicate the type of In-Kind Support Received (fields 50 to 55). | | Yes |
| 53 | In-Kind Support Received - Animal parts or tissue? (for Support Source) | Valid Entries: Yes No | No | | No | |
| 54 | In-Kind Support Received - Human parts or tissue? (for Support Source) | Valid Entries: Yes No | No | | Yes | |
| 55 | In-Kind Support Received - Other? (for Support Source) | Valid Entries: Yes No | No | | Yes | |



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Appendix B – Activity Updates and Additions

1. Updating an Existing Activity

PARS will update an existing activity is updated if a matching activity is found. PARS finds matching activities by:

1. [ACCME Activity ID](#) ; OR
2. The combination of the following fields:
 - i. [Reporting Year*](#); AND
 - ii. [Provider Activity ID](#); AND
 - iii. [Activity Type](#); AND
 - iv. [Activity Date](#)

* *Reporting Year*: The Reporting Year in the file does NOT need to match the year of the Activity Date. The Reporting Year indicates the year in which the activity should be counted for aggregate reporting (Annual Report) purposes.

If PARS finds a matching activity, then the existing activity is updated based on the information within the file you are uploading.

2. Adding a New Activity

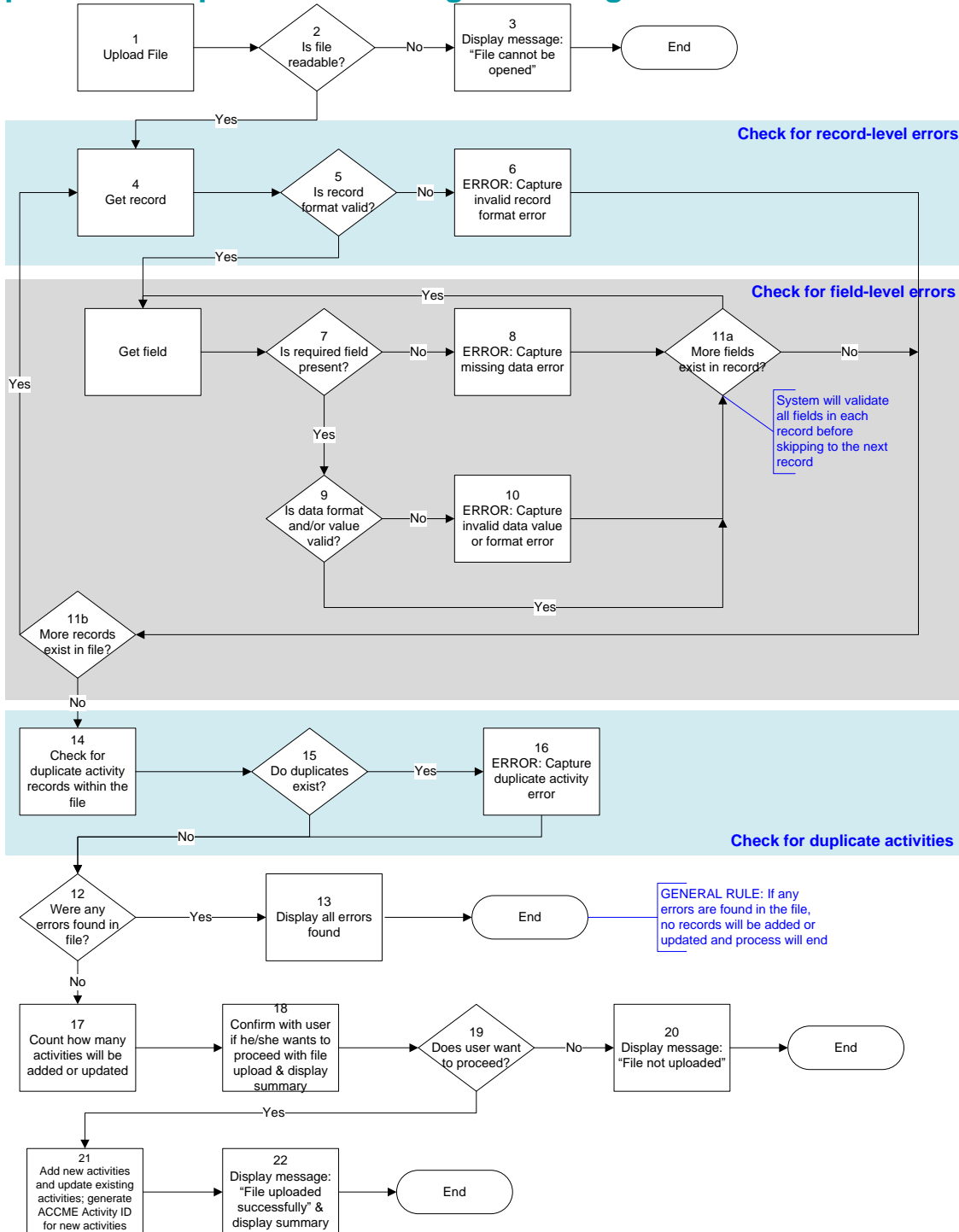
If PARS does not find a matching activity (see previous section), it will add a new activity.



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Appendix C – Upload Processing Flow Diagram





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Appendix D – Upload Processing Rules

The upload processing rules are described below. The # (i.e. #2) corresponds to the number in the Upload Processing [Flow Diagram from Appendix C](#):

Is File Readable? (#2 in Flow Diagram)

PARS will check that file can be opened and read as a text (.txt) file.

If the file cannot be opened / read as a text file, you will see the following error message in the error report: “File cannot be opened or read. Please make sure that you are uploading a text file in the correct format.”

Is Record Format Valid? (#5 in Flow Diagram)

PARS will check that there are at least 55 fields present for the record if the user is attempting to upload a file of activities for Reporting Year 2016 and greater. (NOTE: Even if data is not required, PARS will still expect a blank/null value in the field, separated by tab-delimiters.)

If the record format is invalid, you will see the following error message in the error report:

“Line: <Record#>-Invalid record format: A record must have a minimum of 55 fields if you are trying to upload activities for Reporting Year 2016 and greater. Please check that you are using the correct template for Reporting Year 2016 and greater.”

NOTE: It is possible that a record exceeds 55 fields, if fields 48-55 are repeated for multiple sources of support. Therefore, the valid number of fields per record is:

- 55 (minimum)
- 63 (if there are 2 sources of commercial support)
- 71 (if there are 3 sources of commercial support)
- 79 (if there are 4 sources of commercial support), etc.

Is Required Field Present? (#7 in Flow Diagram)

PARS will check if a required data field is present per rules. Refer to [File Format section](#) for details on fields during upload.

If a required field is missing, you will see the following error message in the error report:

“Line: <Record#>, Field: <Field#> - Missing required field: <Name of missing field>”

Is Data Format and/or Value Valid? (#9 in Flow Diagram)

PARS will check if the data format and value is valid. If a particular field is not applicable based on activity type, the system will ignore the data in the field even if data is provided.

If data format is invalid, you will see the following error message in the error report:

“Line: <Record#>, Field: <Field#>-Invalid data format for <Name of field>: <data>”

For example: “Line: 10, Field: 6 - Invalid data value/format for Activity Date: 040216”



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If data entry (value) is invalid, you will see the following error message in the error report:

"Line: <Record#>, Field: <Field#>-Invalid data value for <Name of field>: <data>"

For example: "Line: 10, Field: 13 – Invalid data value/format for # of MD Participants: 2.50 "

SPECIAL RULES FOR REPORTING YEAR:

1. Reporting Year must be entered in the correct format. If the format is incorrect, you will see the following message in the error report: "Line: 10, Field: 4 – Invalid data format for Reporting Year: 20AB."
2. Reporting Year does NOT need to match the year of the Activity Date.
3. If you attempt to upload an activity for a Reporting Year before 2016 using the batch upload option for 2016 and greater, you will see the following message in the error report: "Line <Record#>, Field 1: Invalid value for Reporting Year: <Reporting Year>."
4. Activities cannot be added or updated for a Reporting Year if the data for that year has already been attested as complete. If an attempt is made to add or update an activity in this case, you will see the following message in the error report: "Line: <Record#>, Field: 1 – Invalid value for Reporting Year: <Reporting Year>. You cannot add or update activities for <Reporting Year> because the data for this year has already been attested as complete."
5. The Reporting Year of existing activities cannot be updated to a year that differs from their current Reporting Year in PARS. If an attempt is made to change an existing activity's Reporting Year, you will see the following message in the error report: "Line: <Record#>, Field: 1 - Update to Reporting Year not permitted."
6. Activities cannot be added or updated for a Reporting Year that is more than 1 year after the current year. If an attempt is made to add or update activities for more than 1 year after the current year, then the user will see the following message in the error report: "Line <Record#>: This activity record is assigned to a reporting year that is not currently available for entry of records."

SPECIAL RULES FOR USING ACTIVITY TYPE:

If an invalid Activity Type is entered in the file, you will see an error message for the record.

Activity Type determines many of the requirements for other fields in the record, so Activity Type must be valid for PARS to validate other data in the same record. Example of Activity Type error:

"Line: 10, Field: 11 - Invalid data value for Activity Type: CP."

SPECIAL RULES FOR USING ACCME Activity ID:

1. If an ACCME Activity ID is entered in the file, but no matching ACCME Activity ID is found in the database, you will see an error message. For example: "Line: 10, Field: 2 – ACCME Activity ID is invalid/does not exist."
2. If the ACCME Activity ID in the file has a matching ACCME Activity ID in the system, but the ACCME Activity ID belongs to an activity for a different Provider, you will see an error message. For example: "Line: 10, Field: 2 - ACCME Activity ID is invalid/does not exist."
3. The system requires EITHER an ACCME Activity ID or a Provider Activity ID per record. If a record has BOTH an ACCME Activity ID and a Provider Activity ID, you will see an error message. For example: "Line 2, Field 2-3: Invalid data value/format for Provider Activity ID and ACCME Activity ID: record cannot contain both a Provider Activity ID and an ACCME Activity ID."



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Do Duplicates Exist? (#15 in Flow Diagram)

A file must not contain duplicate activity records. A record in the file is unique if one of the following conditions are true:

- a. The ACCME Activity ID OR
- b. Combination of the following fields is unique:
 - i. Reporting Year
 - ii. Provider Activity ID
 - iii. Activity Type
 - iv. Activity Date

If duplicate records are found, you will see the following error message in the error report for each record that is a duplicate:

“Line: <Record#>: Duplicate activity record: <Activity ID>, <Activity Type>, <Activity Date>”

NOTE: If two records have the same Provider Activity ID, but different Types and/or Activity Dates, those are considered to be two different activities. An example of this is the same enduring material activity that is published both as an Internet activity and as a Journal.

Update matching activities in database (#21 in Flow Diagram)

If a matching activity is found in the database, PARS will update all fields of the matching activity record.

Matching activities can be found by:

- c. ACCME Activity ID; OR
- d. The combination of the following fields within the Provider:
 - i. Reporting Year*; AND
 - ii. Provider Activity ID; AND
 - iii. Activity Type; AND
 - iv. Activity Date

* *Reporting Year:* The Reporting Year in the file does NOT need to match the year of the Activity Date. The Reporting Year indicates the year in which the activity should be counted for aggregate reporting (Annual Report) purposes.

Add new activities (#21 in Flow Diagram)

If no matching activity is found in the database, the system will add a new activity record.



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Appendix E – List of Country Codes

Below is a list of the 3-letter country codes for the [Country](#) field.

Note: Please see the [U.S. Territories / Regions section](#) for information regarding U.S. territory / region processing.

| Country | Code |
|----------------------------------|------|
| Afghanistan | AFG |
| Aland Islands | ALA |
| Albania | ALB |
| Algeria | DZA |
| Andorra | AND |
| Angola | AGO |
| Anguilla | AIA |
| Antigua and Barbuda | ATG |
| Argentina | ARG |
| Armenia | ARM |
| Aruba | ABW |
| Australia | AUS |
| Austria | AUT |
| Azerbaijan | AZE |
| Bahamas | BHS |
| Bahrain | BHR |
| Bangladesh | BGD |
| Barbados | BRB |
| Belarus | BLR |
| Belgium | BEL |
| Belize | BLZ |
| Benin | BEN |
| Bermuda | BMU |
| Bhutan | BTN |
| Bolivia (Plurinational State of) | BOL |
| Bosnia and Herzegovina | BIH |
| Botswana | BWA |
| Brazil | BRA |
| British Virgin Islands | VGB |

| Country | Code |
|---------------------------------------|------|
| Brunei Darussalam | BRN |
| Bulgaria | BGR |
| Burkina Faso | BFA |
| Burundi | BDI |
| Cambodia | KHM |
| Cameroon | CMR |
| Canada | CAN |
| Cape Verde | CPV |
| Cayman Islands | CYM |
| Central African Republic | CAF |
| Chad | TCD |
| Chile | CHL |
| China | CHN |
| Colombia | COL |
| Comoros | COM |
| Congo | COG |
| Cook Islands | COK |
| Costa Rica | CRI |
| Cote d'Ivoire | CIV |
| Croatia | HRV |
| Cuba | CUB |
| Cyprus | CYP |
| Czech Republic | CZE |
| Democratic People's Republic of Korea | PRK |
| Democratic Republic of the Congo | COD |
| Denmark | DNK |
| Djibouti | DJI |
| Dominica | DMA |

| Country | Code |
|-----------------------------|------|
| Dominican Republic | DOM |
| Ecuador | ECU |
| Egypt | EGY |
| El Salvador | SLV |
| Equatorial Guinea | GNQ |
| Eritrea | ERI |
| Estonia | EST |
| Ethiopia | ETH |
| Faeroe Islands | FRO |
| Falkland Islands (Malvinas) | FLK |
| Fiji | FJI |
| Finland | FIN |
| France | FRA |
| French Guiana | GUF |
| French Polynesia | PYF |
| Gabon | GAB |
| Gambia | GMB |
| Georgia | GEO |
| Germany | DEU |
| Ghana | GHA |
| Gibraltar | GIB |
| Greece | GRC |
| Greenland | GRL |
| Grenada | GRD |
| Guadeloupe | GLP |
| Guatemala | GTM |
| Guernsey | GGY |
| Guinea | GIN |
| Guinea-Bissau | GNB |

| Country | Code |
|--|------|
| Guyana | GUY |
| Haiti | HTI |
| Holy See | VAT |
| Honduras | HND |
| Hong Kong Special Administrative Region of China | HKG |
| Hungary | HUN |
| Iceland | ISL |
| India | IND |
| Indonesia | IDN |
| Iran (Islamic Republic of) | IRN |
| Iraq | IRQ |
| Ireland | IRL |
| Isle of Man | IMN |
| Israel | ISR |
| Italy | ITA |
| Jamaica | JAM |
| Japan | JPN |
| Jersey | JEY |
| Jordan | JOR |
| Kazakhstan | KAZ |
| Kenya | KEN |
| Kiribati | KIR |
| Kuwait | KWT |
| Kyrgyzstan | KGZ |
| Lao People's Democratic Republic | LAO |
| Latvia | LVA |
| Lebanon | LBN |
| Lesotho | LSO |



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| Country | Code |
|--|------|
| Liberia | LBR |
| Libyan Arab Jamahiriya | LBY |
| Liechtenstein | LIE |
| Lithuania | LTU |
| Luxembourg | LUX |
| Macao Special Administrative Region of China | MAC |
| Madagascar | MDG |
| Malawi | MWI |
| Malaysia | MYS |
| Maldives | MDV |
| Mali | MLI |
| Malta | MLT |
| Martinique | MTQ |
| Mauritania | MRT |
| Mauritius | MUS |
| Mayotte | MYT |
| Mexico | MEX |
| Monaco | MCO |
| Mongolia | MNG |
| Montenegro | MNE |
| Montserrat | MSR |
| Morocco | MAR |
| Mozambique | MOZ |
| Myanmar | MMR |
| Namibia | NAM |
| Nauru | NRU |
| Nepal | NPL |
| Netherlands | NLD |
| Netherlands Antilles | ANT |
| New Caledonia | NCL |

| Country | Code |
|--------------------------------|------|
| New Zealand | NZL |
| Nicaragua | NIC |
| Niger | NER |
| Nigeria | NGA |
| Niue | NIU |
| Norfolk Island | NFK |
| Norway | NOR |
| Occupied Palestinian Territory | PSE |
| Oman | OMN |
| Pakistan | PAK |
| Panama | PAN |
| Papua New Guinea | PNG |
| Paraguay | PRY |
| Peru | PER |
| Philippines | PHL |
| Pitcairn | PCN |
| Poland | POL |
| Portugal | PRT |
| Qatar | QAT |
| Republic of Korea | KOR |
| Republic of Moldova | MDA |
| Réunion | REU |
| Romania | ROU |
| Russian Federation | RUS |
| Rwanda | RWA |
| Saint Helena | SHN |
| Saint Kitts and Nevis | KNA |
| Saint Lucia | LCA |
| Saint Pierre and Miquelon | SPM |

| Country | Code |
|----------------------------------|------|
| Saint Vincent and the Grenadines | VCT |
| Saint-Barthélemy | BLM |
| Saint-Martin (French part) | MAF |
| Samoa | WSM |
| San Marino | SMR |
| Sao Tome and Principe | STP |
| Saudi Arabia | SAU |
| Senegal | SEN |
| Serbia | SRB |
| Seychelles | SYC |
| Sierra Leone | SLE |
| Singapore | SGP |
| Slovakia | SVK |
| Slovenia | SVN |
| Solomon Islands | SLB |
| Somalia | SOM |
| South Africa | ZAF |
| Spain | ESP |
| Sri Lanka | LKA |
| Sudan | SDN |
| Suriname | SUR |
| Svalbard and Jan Mayen Islands | SJM |
| Swaziland | SWZ |
| Sweden | SWE |
| Switzerland | CHE |
| Syrian Arab Republic | SYR |
| Tajikistan | TJK |
| Thailand | THA |
| The former Yugoslav | MKD |

| Country | Code |
|--|------|
| Republic of Macedonia | |
| Timor-Leste | TLS |
| Togo | TGO |
| Tokelau | TKL |
| Tonga | TON |
| Trinidad and Tobago | TTO |
| Tunisia | TUN |
| Turkey | TUR |
| Turkmenistan | TKM |
| Turks and Caicos Islands | TCA |
| Tuvalu | TUV |
| Uganda | UGA |
| Ukraine | UKR |
| United Arab Emirates | ARE |
| United Kingdom of Great Britain and Northern Ireland | GBR |
| United Republic of Tanzania | TZA |
| United States of America | USA |
| Uruguay | URY |
| Uzbekistan | UZB |
| Vanuatu | VUT |
| Venezuela (Bolivarian Republic of) | VEN |
| Viet Nam | VNM |
| Wallis and Futuna Islands | WLF |
| Western Sahara | ESH |
| Yemen | YEM |
| Zambia | ZMB |
| Zimbabwe | ZWE |

Source: United Nations, April 15, 2009 list. <http://unstats.un.org/unsd/methods/m49/m49alpha.htm>



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U.S. Territories / Regions:

For the following U.S. territories / regions, the country code of USA should be used along with the applicable U.S. State abbreviation in the [State](#) field.

| Country | Country Code | U.S State Abbreviation |
|--------------------------------|--------------|------------------------|
| American Samoa | USA | AS |
| Federated States of Micronesia | USA | FM |
| Guam | USA | GU |
| Marshall Islands | USA | MH |
| Northern Mariana Islands | USA | MP |
| Puerto Rico | USA | PR |
| Palau | USA | PW |
| U.S. Virgin Islands | USA | VI |