

ACLS Registration Instructions

The OHSU GME office pays the cost of ACLS courses, which are available as follows:

OHSU Courses

Contact Mona Gonzales, Emergency Medicine, via OHSU e-mail or at ext. 4-6993. She can provide course availability and get you registered. GME will be billed directly.

OHSU Remote Renewal (via computer CD and a "mega code")

5-hour CD course available for OHSU Residents and Fellows. After CD course has been completed, you then receive a 30 minute MegaCode to complete the renewal process.

Contact George Olson, Anesthesiology, via OHSU e-mail or at ext. 4-8250. He can give you all the details and arrange to get you the required info and materials. GME will be billed directly.

***Note:** If you choose this remote renewal, it only recertifies you for ACLS and not BLS. You will also need to complete BLS recertification separately; instructions for doing so:

Call the BLS hotline at 503-335-3500. They hold classes for providers a couple times a month at Legacy locations (Emanuel, Meridian Park or Salmon Creek), usually on Wed nights (6:30 – 11:45pm) or Sat mornings (9:00am – 1:00pm). Cost is \$60 and is payable at the door. They will provide a receipt that you can submit to GME for personal reimbursement.

Portland Community College (PCC)

Contact PCC by phone at 503-977-4933 (do NOT register online) and use the Contract CRN number provided in the attached spreadsheet. Using that CRN will prompt PCC to bill OHSU directly so that you don't have to pay up front for the course.

***Please note that you must get the required book from the OHSU bookstore prior to taking a course at PCC.** GME pays for the book as well - just tell OHSU bookstore personnel to charge GME (Sue Simmons the contact at ext. 4-8652, if there are any questions) or submit a receipt to Sue at mail code L579 for reimbursement.

EXPIRATION and GRACE PERIODS

Please try to register for renewal before you expire, as renewal courses are 1 day in length but recertification is a 2-day course.

OHSU does allow a grace period if your certification has already expired. Ask Mona Gonzales or George Olson about this when planning your course.

PCC does NOT allow a grace period whatsoever. Once you have expired, PCC requires that you take the 2-day certification course.

SCHEDULING

Your ACLS course should be planned well in advance. We need to give affected rotations a **minimum of four weeks notice**, and preferably six weeks. Continuity clinic dates should be avoided, but if that isn't possible, clinics require **six weeks notice for a clinic reschedule**.

DENA DOWHANIUK in the MEDICINE EDUCATION OFFICE must be notified of any ACLS date(s) scheduled. She will ensure that all proper personnel are made aware (rotation schedulers/attendings, clinics, etc.)

Questions or more info needed? Call Dena at ext. 4-8530.