



Genetics in Medicine's Manuscript Reviewer Continuing Medical Education (CME)/Continuing Education (CE) Guidelines

Thank you for agreeing to provide a review for *Genetics in Medicine* (GIM). We owe the success of the journal to our reviewers - clinicians, scientists, and scholars who take time out of their busy schedules to carefully read and critique manuscripts contributing to the integrity and quality of scholarly publications. Please refer to GIM's guidelines and policies below on eligibility to receive CME/CE credit for peer review of a manuscript under consideration with the journal.

Target Audience

Genetics in Medicine reviewers

Learning Objectives

Participating in the review process may lead the reviewer to identify gaps in knowledge of their field, learn new skills, or reinforce existing expertise in their practice in order to complete the review process effectively.

At the conclusion of a review, participants should be able to:

1. Analyze the manuscript and understand and communicate its strengths and weaknesses
2. Summarize the quality and applicability of the manuscript to the field of medical genetics and genomics
3. Describe the impact of the manuscript on their own practice and/or research

CONTINUING MEDICAL EDUCATION (CME) INFORMATION

Accreditation

The American College of Medical Genetics and Genomics (ACMG) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

Credit Designation

The American College of Medical Genetics and Genomics designates this manuscript review activity for a maximum of 3 *AMA PRA Category 1 Credits™* per review, and up to 15 credits per calendar year. Physicians should claim only the credits commensurate with the extent of their participation in the activity.

CONTENT VALIDATION AND FAIR BALANCE

1. ACMG follows the ACCME policy on Content Validation for CME/CE activities, which requires:

- a) All recommendations involving clinical medicine must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.
- b) All scientific research referred to, reported or used in CME/CE in support or justification of patient care recommendations must conform to the generally accepted standards of experimental design, data collection and analysis.

2. CME/CE is defined as: “Educational activities that serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession” (source: ACCME and American Medical Association). Activities that fall outside of this definition will not be certified for credit.

3. Presentations and CME/CE activity materials must give a balanced view of therapeutic options; use of generic names will contribute to this impartiality. If the CME/CE educational materials or content includes trade names, where available, trade names from several companies must be used.

HIPAA COMPLIANCE

Genetics in Medicine (GIM) supports medical information privacy. *GIM* is not a “covered entity” under HIPAA 1996 and therefore is not required to meet these standards. However, *GIM* follows good publication practice to ensure that the presentation of individually identifiable health information has been properly authorized. Full details on our policies are to be found [here](#). In short, it is the author’s responsibility to ensure that a patient’s anonymity be carefully protected and to verify that any experimental investigation with human subjects reported in the manuscript was performed with informed consent. In addition, all guidelines must be followed for experimental investigation with human subjects as required by the institution(s) with which the authors are affiliated. The corresponding author, at submission of a manuscript, must answer a question indicating whether they present any form of individually identifiable healthcare information. If so, they are asked to attest that a HIPAA-compliant consent form is on file at their institution. This information is on record through the *GIM* submission site, but *GIM* does not hold any such forms. *GIM* also requires authors to attest that all research subjects for whom photographs are published and individual features identifiable, have given explicit consent for publication of those photographs. We do not expect our reviewers to check for HIPAA compliance.

FINANCIAL DISCLOSURES

GIM follows the [COPE Ethical Guidelines for Peer Reviewers](#). To maintain the integrity of peer review, reviewers should not review a manuscript for the journal if they do not think that they are competent to assess the research described, they believe there is a conflict of interest that might bias their assessment of the manuscript, or there is any other situation that could bias their review. Reviewers should refer to *GIM*’s policy on [potential conflicts](#) prior to agreeing to act as a reviewer for the journal.

Disclosure Statement

The American College of Medical Genetics and Genomics has implemented a process whereby anyone who is in a position to influence and/or control the content of a continuing education activity must disclose all relevant financial relationships with any commercial interest within the past 12 months, and any conflicts must be resolved prior to the activity. For *GIM*, the editors who are in a position to control the content of this activity are required to disclose to the journal and ACMG any relevant financial relationship(s) of the individual or spouse/partner that have occurred within the last 12 months with any commercial interest(s) whose products or services are related to the CME/CE content. The Editor-in-Chief has reviewed all disclosures by the journal's editorial board. The CEO of ACMG reviews the Editor-in-Chief conflicts. In the context of Manuscript Review CME/CE, editors with potential conflicts are not assigned the manuscript for handling. Editors not assigned to the manuscript under review are not able to influence the peer review process as it occurs. Therefore, the ACMG has determined there are no possible conflicts of interest to resolve for those in control of content.

Participants of educational programs must be informed of an editor's academic and professional affiliations and existence of any relevant financial relationship an editor has with any proprietary entity producing health care goods or services consumed by, or used on patients, with the exemption of non-profit or government organization and non-health care related companies. These conflicts are published on the [GIM Editors'](#) page. The intent of this disclosure is to allow the participant to be fully knowledgeable in evaluating the article being published. All disclosures have been reviewed by the Editor-in-Chief.

CLAIMING CME/CE CREDITS

Instructions

When submitting your review to *GIM*, click “YES” if you would like to receive CME/CE credit for your review. You will be awarded CME/CE credit if your review meets the following requirements:

1. Submitted in a timely manner
2. Identifies the strengths and weaknesses of the manuscript
3. Communicates review feedback effectively to the editors

If the request to receive CME/CE credit is approved, you will be required to answer the following question as applicable when claiming the credit(s):

Describe the impact this review has had on your practice, and did you identify any gaps in your knowledge?

Approval to receive CME/CE credits will be communicated to the reviewer at final manuscript decision. Instructions on how to proceed with self-reporting to receive CME/CE credits through the ACMG's Genetics Academy will be included in the approval letter. Upon completion of the self-report for the manuscript review you will receive a certificate which serves as documentation of your awarded *AMA PRA Category 1 Credits™*.