

Tri-County Medical Associates

Policy Name: Continuing Medical Education Reimbursement

Policy Manual Section:	HR Policies	# of Pages: <u>2</u>	
<u> </u> New Policy			
<u> X </u> Policy Supercedes:	<u>Continuing Medical Education Reimbursement</u>	<u>10/1/2015</u>	<u>1/1/2004</u>
	(Policy Name)	(Effective Date)	(Origination Date)
Recommended By:	<u>Susan Navien, Director H.R.</u>	Signature:	_____
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Distribution:	_____		

Subject: Continuing Medical Education Reimbursement

Purpose: The purpose of Continuing Medical Education Reimbursement is to provide eligible practitioners with financial support to assist in the payment of professional expenses, which enhance clinical practice, as well as licenses, dues, membership fees and the like.

Policy: Tri-County Medical Associates will allow benefit eligible providers an amount of money each fiscal year. The amount of allowable CME dollars can be located in your individual contract or, in your offer letter.

The following items are considered professional expenses and may be paid out of the providers CME spending allowance:

- Dues, licenses, professional membership fees, professional test fees.
- Professional books, subscriptions to journals and periodicals.
- Registration fees for programs that enhance professional training and education that are eligible for CME credits.
- Reasonable travel and meal expenses related to continuing education conferences and seminars in the continental United States.
- Smart phones are allowable as their capabilities support educational data and enhance the clinical practice. Accessories for the phone are not reimbursable.
- E-readers to support clinical books, journals and periodicals. Accessories or monthly internet charges are not reimbursable.
- Other applicable clinical or educational related expenses.

The following are examples of items not considered professional expenses (CME's) and may be requested through the normal purchasing processes:

- Office equipment
- Medical equipment

Procedure: CME Procedure

Responsible Person

Action

Provider

All requests for reimbursement must be submitted to Human Resources within 90-days following payment.

Provider may request that TCMA pays for professional expenses directly to licensing board, subscriptions, publication, seminar etc.

Provider must submit to Human Resources a completed check request form, with all invoices attached. If a direct reimbursement is requested (made payable to provider), evidence of payment must accompany the check request, i.e. on line receipt, copy of credit card statement with the purchase highlighted.

Approvals:

Human Resources

Human Resources will review each request and approve all reimbursed expenses to ensure compliance with this policy. Any requests that are in question will be reviewed with the Medical Director for final ruling.

Human Resources will forward all approved CME's to Accounts Payable for processing. Human Resources will communicate any denied CME's within 2 weeks from receipt.

Finance

Finance will mail each provider a statement at the end of each quarter outlining dollars spent and their available CME balance.

CME spending allowance is an annual amount allotted each fiscal year. A carryover equal to one year's allowance will be permitted. At no time will a provider's CME allowance balance exceed 2 times his/her yearly allowance.

The account will be prorated upon hire date and prorated upon date termination notice is submitted.

CME's are non-transferable.