Procedure
Continuing Medical Education (CME) Fund Accrual and Dispensation

Administering Division /Department: Department of Emergency Medicine.
Effective Date: September 1, 2016

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I. Overview
The purpose of this document is to describe the Department of Emergency Medicine (DEM) procedures for accruing and dispensing CME funds in a manner consistent with DEM goals and priorities.

This is a DEM procedure and was made to include elements from our parent organizations, Emory University, the Emory University School of Medicine, Emory Medicine, Emory Healthcare, The Emory Clinic, and Emory Specialty Associates, in order to describe our department’s activities to reconcile the aforementioned superseding policies with our own procedures. This procedure serves as a supplement and cannot replace the other organizations’ policies and should not be used in any other matter than for which it was created.

II. Applicability
This procedure is applicable to all Faculty/Physicians, Advanced Practice Providers (APP’S) and Fellows, who are employed at least 0.5 FTE in the Department of Emergency Medicine, and therefore may be eligible to accrue CME funds.

III. Policy Details

General information
Employees of the Department of Emergency Medicine who are employed at least 0.5 FTE, whose benefits include accrual of CME funds, and who have successfully completed a 90-day probationary period, may be eligible to request and receive dispensation of CME funds.

Purpose
CME funds may be made available for the purpose of professional development in one’s specified position, and/or to assist one in completing licensing/registration/board certification/other certification requirements necessary for employment in a specified position, or to purchase personal, non-disposable medical equipment necessary for performance of the current position. No mechanism for payment for these purposes outside of CME currently exists.

For example, CME funds may be used as follows, after approval through the channels described below:

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Accredited educational courses directly relevant to the current position of the employee;

Travel, including lodging and meals, when necessary to attend educational courses (subject to all superseding policies and procedures);

Licensing and other certification requirements (Example: DEA, ABEM, GA Medical Board, LLSA, ACLS, ATLS, etc.)

Membership in professional organizations directly relevant to the current position of the employee;

Online or Journal Subscriptions directly relevant to the current position of the employee;

Medical equipment required for individual job performance in one’s assigned location (i.e. stethoscope)

For example, CME MAY NOT be used to purchase:

- Uniforms (Scrubs, lab coats, Shoes, any clothing-note Lab Coats are provided directly through budgeted Department funds)
- Multipurpose electronic devices (i.e. Tablets, PCs, desktop, laptops, media players).
- Disposable Medical Supplies.
- Personal Accessories.
- Personal entertainment (i.e. concert and game tickets, movies, plays, salon or spa appointments).

CME Value:
CME funds are awarded on the basis of each individual’s total FTE. The CME is awarded as follows:

You can calculate your CME award using the following formula:

For Faculty:  Total FTE X $3000 =  Total CME fund
Example:  [1.0] FTE X $3000 = $3000

For APP:  Total FTE X 2000 =  Total CME fund
Example:  [.50] FTE X 2000 = $1000

(Please note, anyone less than < .50 FTE is not eligible for CME funds)

Accrual and Dispensation:
Accrual of CME funds is prorated over a twelve month fiscal year, although as a courtesy a year’s allocated funds may be available for dispensation before they are accrued. If an employee leaves the DEM prior to accruing the CME funds already dispensed, it is the Department’s intent to recover any un-accrued funds in the terminal paycheck, per policy and procedures of superseding organizations.

Limitation and Duration
CME funds are available from the beginning of the fiscal year (September thru August). The last date to submit CME expenses to the department is August 15th (to allow time for processing and approvals). Expenses submitted after August 31th will not be reimbursed and cannot be charged to the next year CME allocation. CME funds are also non-cumulative and non-transferrable and are reset on September 1st of each year.

IV. Access and Approval Process

Accessing your CME funds

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Your CME funds are accessed via filling-out the **Travel/Purchase Request Approval forms (RAF)**. This will allow the department to charge your reimbursement to the appropriate account.

1. **Complete Request Approval Form (RAF), 90 days prior to the event. (Check/Select the CME as funding source on the form)**
2. **Submit Request Approval Form via E-mail attachment or hand-deliver to the Finance Department, for approval process. (The Finance personnel will code and Submit the form for review and approval to the designated approvers (Manager, Administrator, Chair or designee.).**
3. **Financial personnel will return and notify requester’s approval results (within 2 weeks from the date the RAF is submitted).**
4. **Based on the approval result, can proceed with arrangements and complete transactions.**
5. **Reimbursement should be expected within 10 business days of the Expense Report submission.**

**Expense Reimbursement Process (including travel, purchase)**

Receipts should be submitted immediately after an expense has been incurred or travel has been completed. All completed reimbursement expenses (Hotel, Meals, etc.) must be accompanied by an itemized receipt. For expenses made using a personal card, a copy of the **completed** transaction or the credit/bank activity showing your **Full Name** must accompany the receipt.

1. **Required expense reimbursement documents (Original Receipts & Credit Card/ Bank activity)** should be submitted within 10 days of completing travel/purchase for reimbursement. *(No need to wait for monthly credit card or bank statement; the completed charges/transactions on accounts can be printed to scan or downloaded for submission). *Corporate Card holders must submit the required receipts ASAP.*
2. **Submit reimbursement documents to your support staff at your location.** All expenses should be processed and submitted within **10 days** from receipt of the completed transactions
3. **Once support staff creates and submits the expense report, departmental expense report approvers will should be approved in Compass within 5 days**
4. **Reimbursements should be issued within 7 -10 business days of expense processing, assuming no additional documents are required.**

**VI. References / Related Links:**

- Expense Reporting, Reimbursement and Payment, Emory University. ([http://policies.emory.edu/2.93](http://policies.emory.edu/2.93))
- General Purchasing Policy can be found at [http://policies.emory.edu/2.121](http://policies.emory.edu/2.121)

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Ratified:

Administrator: __________________________
Date: _________________________________

Ratified:

Chair: _________________________________
Date: _________________________________

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