

## Procedure

Continuing Medical Education (CME) Fund Accrual and Dispensation

### Department of Emergency Medicine

Effective Date: September 1, 2020

#### Procedure Sections:

#### I. Overview

This document describes the Department of Emergency Medicine (DEM) procedures for accruing and dispensing CME funds.

This is a DEM procedure and includes elements from our parent organizations, Emory University, the Emory University School of Medicine, The Emory Clinic, and Emory Specialty Associates, to describe department activities and to reconcile the aforementioned policies with our own procedures. This procedure is a supplement and does not replace the other organizations' policies.

#### *For Fiscal Year 2021:*

*All CME purchases and any potential travel must be approved in advance by your clinical Vice-Chair, the Chair, or Executive Administrator due to COVID-19 financial mitigation efforts.*

*Decisions could vary based on funding sources.*

*The CME allowance for 2021 for a 1.0 faculty FTE may be funded up to \$1500 barring further mitigation efforts.*

#### II. Applicability

This procedure is applicable to all **Faculty/Physicians** and **non-ACGME Fellows**, who are employed at least **0.5 FTE** in the Department of Emergency Medicine.

Travel and purchases paid by Emory Healthcare (TEC CME) follow the guidelines outlined in [TEC Accounts Payable](#).

Travel and purchases paid by Emory University (SOM, Discretionary Accounts, Chair Development, Research, or Grady CME) follow the guidelines in [EU Travel](#) and [EU Procurement](#).

#### 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 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.. Additional funding for these activities is not available from the department. For example, CME funds may be used as follows, after approval through the channels described below:

- 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);
  - **Travel must be approved in advance and *may be denied due to COVID*.**
- **Licensing** and other **certification** requirements (Examples: **DEA, ABEM, GA Medical Board, LLSA, ACLS, ATLS**)
- **Membership** in professional organizations directly relevant to the current position of the employee;
  - *Please note, Fulltime Faculty (>.50 FTE) with a primary appointment in EM may have their **ACEP and SAEM** membership paid by the department rather than the individual's CME fund.*
- **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)

**CME MAY NOT** be used to purchase:

- Uniforms (scrubs, lab coats, shoes, caps, any clothing).
- Personal Protective Equipment (items are purchased by the institution and there are quality standards required by Emory that prohibits self-procurement).
- Multipurpose electronic devices (i.e. smartphones, 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 based on each individual's total FTE.

CME calculation examples using the following formula:

**For Faculty: Total FTE X \$1500 = Total CME fund**

Example 1: [1.0] FTE X \$1500 = \$1500

Example 2: [.50] FTE X \$1500 = \$750

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

## Accrual and Dispensation:

CME fund accrual 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 you give notice to leave your position, no further CME funds will be available unless approved by the Chair.

## 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 15** to allow time for processing and approvals. The department will not reimburse expenses submitted after August 15. Expenses from one fiscal year will not be charged to the next year's CME allocation.

CME funds are non-cumulative and non-transferrable. They are reset on September 1 of each year.

### **Note:**

*Faculty presenting original research at SAEM/ACEP national conferences may request up to an additional \$1,000 in annual travel funds. This does not include invited panels or talks. The Chair will approve all requests for additional funding.*

## **IV. Access and Approval Process**

### Accessing your CME funds

You may request access to your CME funds by filling-out the **Travel/Purchase Request Approval forms (RAF)**. This allows the department to charge your reimbursement to the appropriate account.

1. Complete **Request Approval Form (RAF)**, 90 days prior to the event. [Administrative Off and Travel Request Form](#)
2. The request will be sent for review and approval to the designated approvers.
3. Once approved, one can proceed with arrangements and complete transactions.
4. **Reimbursement** can be expected within **10 business days** of the Expense Report submission.

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

Submit receipts within 10 days after an expense is incurred or travel is completed. Reimbursement requests older than 10 days may be denied.

An itemized, original receipt is required for all expenses. Acceptable receipts must contain the following:

- transaction date
- name of merchant
- item purchased or service provided
- amount
- form of payment and indication that the amount was paid by the person requesting reimbursement
- last 4 digits of the card number or copy of bank card statement

When personal funds are used, each separate expense and receipt must be listed individually on the expense report with the merchant name, date and proper receipt attached. No bundling or totaling of individual expenses into one lump sum for the day or trip is permitted.

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 Cardholders 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 approve in Compass within 5 days
4. Reimbursements should be issued within 7 -10-business days of expense processing, assuming no additional documents are required.

**V. References / Related Links:**

- Emory University Travel and Expense Policy 2.90 <https://emory.ellucid.com/documents/view/19638>
- Emory Healthcare Accounts Payable Policy <https://emory.ellucid.com/documents/view/8607>
- General Purchasing Policy can be found at <http://policies.emory.edu/2.121>

Ratified:

Administrator: 

Date: 9/1/2020

Ratified:

Chair: 

Date: 9/1/2020