



Continuing Medical Education (CME) Allowance for UCHealth Medical Group Nurse Practitioners & Physician Assistants

UCHealth Medical Group provides advanced practice providers (APPs) with a \$3,500 per fiscal year (prorated for FTE) CME allowance to be used for eligible expenses including:

- State license
- Certifications fees for required or optional (job-related) certifications
- National association membership fees
- Continuing education – conference/program registration fees and related exam, travel, meal and lodging expenses per policy HR-15 Travel Reimbursement.

PLEASE NOTE: CME Allowance will be based on FTE Status and is prorated for the 1st year of employment with UCHealthMG. CME days are prorated for FTE.

Overview: Continuing medical education (CME) funds should be directed towards education that demonstrably maintains or enhances the APP's clinical practice, improves patient experience, or meets regulatory/accreditation/privileging requirements. Pre-approval is not required. However, UCHealthMG may deny reimbursement for CME if the APP is unable to adequately describe this potential value of CME expenditure to the APP director, senior medical director or chief medical officer.

Please follow this policy to ensure CME or education is eligible for reimbursement. If not an approved expense, the CME/education will not be reimbursed. To request reimbursement, submit a payment request or expense reimbursement form to your clinic manager for approval. Reimbursement requests must be submitted by June 30th of each fiscal year. Unused CME allowance does not carry over to the next fiscal year. Employees who are eligible for the CME allowance are not eligible for certification bonuses.

UCHealth Medical Group will pay the cost of your DEA license if required for your position; this is a covered benefit and the APP does not need to use CME dollars for this expense.

If you have questions about the CME allowance, please contact your practice manager.

CME Reimbursement Process

Policy purpose: This policy describes the requirements and process for obtaining reimbursement for CME related expenses, professional dues and expenses that are contractually defined. This policy does not cover travel reimbursements for purposes other than CME (refer to UCHealth payment for travel and business-related expenses policy for other employee travel).

Process: The designated coordinator for CME for UCHealth Medical Group will track each APP Provider CME allowance and expenditures. All completed reimbursement requests for CME will be processed and those which meet all requirements will be submitted to payroll for expense reimbursement. CME allowances begin on the fiscal year and refresh each fiscal year. CME funds may not be carried over and will expire at the end of the fiscal year. The funds must be used in the fiscal year they are issued.

The provider must submit proof of payment for reimbursement for all expenses directly to the practice manager (or designated person within the practice). The practice manager and provider must exercise diligence to ensure that amounts submitted for reimbursement have not previously been paid via a UCHealth purchasing card, travel agency direct bill, or other method of payment from UCHealth funds. Valid proof of payment must include itemized receipts including the payment method. Non-itemized receipts or receipts which do not include payment method will not be reimbursed. Each provider must submit their own reimbursement requests. Combined submissions between APP providers will not be accepted.

CME and related expense reimbursements are limited to individual's amounts. If the conference total submissions are higher than the CME allowance left for the year, the additional amount does not qualify for reimbursement.

What is eligible for reimbursement:

1. For all expenses, proof of payment and itemized receipts are required. If either of these are missing, the CME reimbursement will be returned to the APP for completion.
2. The registration fees for online courses, in person programs, or conferences for which an APP provider may earn CME credits are eligible for reimbursement. For any in-person CME, a copy of the CME certificate showing attendance dates and CME credits must be submitted with the receipts for reimbursement.
3. Hotel/lodging is reimbursable for the evening before the meeting and for the duration of the conference. Additional nights and/or the cost of guests will not be covered.
 - a. Travel & Hotel expenses are only covered for in-person CME conferences
4. Related mileage and other ground transportation will be reimbursed per the current UCHealth Medical Group policy.
5. Meals on the day before and through the conference duration. Guests' meals are not covered.

Items not eligible for reimbursement with CME dollars: Equipment such as stethoscopes, ultrasound machines, computers, software, etc. The APP will not accept any gift cards from CME vendors. Please see UCHealth gift policy.

The following are the maximum allowable reimbursements. Itemized receipts are required.

- Lodging - \$450.00 per night (inclusive of fees and taxes). Damage protection insurance is not reimbursable
- Rental cars - \$100.00 max per day. Additional car insurance is not reimbursable

- Meals - \$100.00 per day (alcohol is not a reimbursable expense and alcohol template must be used)
- Valet parking/self-parking \$50.00 per day
- Luggage fees - \$75.00 each way
- Transportation
 - Airfare
 - i. reimbursements are limited to coach/economy class.
 - ii. Reimbursement for spouse/family/guest, upgraded seating and travel insurance are not reimbursable
 - Personal vehicle
 - i. If travel to a conference is greater than 500 miles from the physician's place of work, pre-approval for mileage reimbursement is required and must be obtained prior to the conference by the APP director.
 - ii. Mileage to the address of the conference, between the conference and hotel/lodging and from the conference to home may be reimbursed. Additional mileage is at the APP's expense. Mileage must be submitted using the mileage form on the bottom tab of the reimbursement forms and attached to reimbursement request.
 - Rental car
 - o Rental car travel to a conference more than 500 miles from the APP's place of work must be preapproved. Fuel will be reimbursed for the day prior to the last day of the conference and should only be submitted for conference related travel.

The CME reimbursement form must be filled out completely and accurately. This form must be signed by the APP and the APP's practice manager or support services manager.

Responsibilities:

1. APP:
 - a) Submit itemized/detailed receipts and proof of payment for reimbursement to practice manager or designated individual within the practice.
 - b) Submit CME certificates/transcripts to the practice manager or designated individual.
2. Designated individual:
 - Complete physician-provider CME reimbursement form(s) and attach all receipts and proof of payments.
 - Obtain all required authorized signatures & accounting codes
 - All CME reimbursement requests and related travel expenses must be submitted to UCHealthMGProviderCMEReimbursements@uchealth.org. Subject line in email – CME reimbursement provider name/home company/department unit.
 - Requests will be tracked and sent to “UCHealth Employee Reimbursements” for processing.
 - f) Submit legible scanned copies of CME certificate of attendance/transcripts to UCHealthMG Provider CME Reimbursements UCHealthMGProviderCMEReimbursements@uchealth.org.

Professional dues required by UCHealth Medical Group will be paid and processed separately by UCHealth Medical Group.

- DEA renewal
- Medical staff membership dues (PVHS, MCR, NCMC, Estes Park, etc.)

CME Reimbursement requests forms can be found on the Source in the Payroll – Resources & Documents – expense report form section.

Account Coding Guidelines:

CME and Other Physician Expense Codes

Expense Type	Expense Code	Form to be used
CME Registration/Conference/ Seminar Fees	71140-736	UCHealthMG Physician Provider CME Reimbursement Form
CME Airfare	71140-733	UCHealthMG Physician Provider CME Reimbursement Form
CME Luggage	71140-733	UCHealthMG Physician Provider CME Reimbursement Form
CME Lodging	71140-731	UCHealthMG Physician Provider CME Reimbursement Form
CME Meals	71140-732	UCHealthMG Physician Provider CME Reimbursement Form
CME Car Rental	71140-735	UCHealthMG Physician Provider CME Reimbursement Form
CME Parking	71140-735	UCHealthMG Physician Provider CME Reimbursement Form
CME Shuttle	71140-735	UCHealthMG Physician Provider CME Reimbursement Form
CME Taxi	71140-735	UCHealthMG Physician Provider CME Reimbursement Form
CME Tolls	71140-735	UCHealthMG Physician Provider CME Reimbursement Form
Journal Subscription (e.g., New England Journal)	71140-737	Physician Provider Other Reimbursement Form
Association Dues (e.g., AMA, CAA, CCACS, etc.)	71140-738	Physician Provider Other Reimbursement Form
Staff membership dues (hospital dues): MCR, PVHS, MHS NCMS, Estes Park, LPH, GH.	68300	Physician Provider Other Reimbursement Form
Medical Licenses	71140-738	Physician Provider Other Reimbursement Form
DEA Renewal	68500	Physician Provider Other Reimbursement Form
Controlled Substance Renewals	71140-738	Physician Provider Other Reimbursement Form
Board/Maintenance Certification fees (test)	71140-738	Physician Provider Other Reimbursement Form

Nurse Practitioner & Physician Assistant Continuing Medical Education (CME) Allowance

FTE	Allotted Amount Per Fiscal Year	CME Days
≥.80 FTE	\$3,500	5 days (40 hours)
.07 FTE	\$2,450	3.5 days (28 hours)
06 FTE	\$2,100	3 days (24 hours)
.05 FTE	\$1,750	2.5 days (20 hours)