

Procedure

Continuing Medical Education (CME) Fund Accrual and Dispensation for Faculty, Physicians, non-ACGME Fellows, and APPs

Department of Emergency Medicine

Effective Date: September 1, 2024

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 policies with our own procedures. This procedure is a supplement and does not replace the other organizations' policies and is subject to all superseding policies and procedures.

II. Applicability

This procedure is applicable to all **Faculty, Physicians, non-ACGME Fellows, and APPs**, who are employed at least **0.5 FTE** in the DEM and have successfully completed a 90-day probationary period and whose benefits include accrual of CME funds. Anyone with less than < .50 FTE is not eligible for CME funds or departmental reimbursements. Travel and purchases paid by Emory Healthcare follow the guidelines outlined in [TEC Accounts Payable](#). Travel and purchases paid by Emory University (TEC, SOM, Discretionary Accounts, Chair Development, Research, or Grady CME) follow the guidelines in [EU Travel](#) and [EU Procurement](#).

III. Policy Details

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.

- The Department will cover the following separately from CME: DEA license and renewals, GA license and renewals, ATLS certification and renewal, and one EM certification or recertification annually (ABEM, NCCPA, FNP, or ENP).
- CME will otherwise cover the following:
 - Pre-approval not required: other licensing and certification (i.e. BLS, ACLS, ABEM), accredited educational courses, professional organization memberships, online medical or journal subscriptions, stethoscope, and trauma shears.
 - Pre-approval required: travel including lodging, flights, conference registration, and meals.
- The following are not funded through the Department or CME: uniforms (scrubs, lab coats, shoes, caps, any clothing), PPE, disposable medical supplies, all other medical equipment, multi-purpose electronic devices (i.e. smartphones, tablets, PCs, desktop, laptops, media players), personal entertainment (i.e. concert and game tickets, movies, plays, salon or spa appointments).

CME Value

CME funds for all and CME PTO days for APPs are awarded based on each individual total FTE and primary site and prorated based on start date.

- Faculty presenting original research at SAEM/ACEP national conferences may request up to an additional \$1,000 in annual travel funds. The Chair will approve all requests for additional funding.
 - APP CME PTO days must be pre-approved and submitted with quarterly off-requests.
- CME balances will be centrally managed and shared via [this tracker](#) based on employee ID. The tracker will be updated once a week and faculty and APPs re separated by site.

Limitation and Duration

CME funds are available from the beginning of the fiscal year (September through 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 and funds are non-cumulative and non-transferrable. They are reset on September 1 of each year.

Accrual and Dispensation

Expenses may be reimbursed through CME if funds are available. If funds are insufficient and cannot cover the total cost of an expense, you will be reimbursed up to your available CME. If remaining funds are \$0, expenses should not be submitted for reimbursement. If you give notice to leave your position, no further CME funds will be available unless approved by the Chair.

IV. Approval Process and Documentation Requirements

Approvers

- EUH, EUHM, and EJCH: Julius Rodillas (faculty, physicians, fellows) / Jocelyn Montgomery (APPs)
- Grady: Cynthia Chac (faculty, physicians, fellows) / Alexis Lynch (APPs)
- Sections: Senem Hinson

Approval Process

1. Please email EM.CME@emory.edu with your request and supporting documentation.
 - a. If the request does not require pre-approval and you have enough CME, your proxy will process the reimbursement request within five business days.
 - b. If the request requires pre-approval (only travel and related expenses and conferences), the approver will review within three business days and will either approve, deny with explanation, or return for additional information / clarification. If approved, you will be notified, and your proxy will process the reimbursement request within five business days.
2. Reimbursements should be issued within 7-10 business days of expense processing, assuming no additional documents are required.
3. If you have any questions, please email EM.CME@emory.edu.

Requirements

- Requests must be submitted within 10 days after an expense is incurred and requests older than 10 days may be denied. Please see the FAQs for more details on travel/conference related expenses.
- An itemized, original receipt is required for all expenses. Acceptable receipts must contain the name of the employee, the 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, and last 4 digits of the card number or copy of bank card statement / screenshot of the finalized transaction.

Ratified:



Chair:

Ratified:



Administrator: