



CONTINUING MEDICAL EDUCATION (CME) PROGRAM - FAQ's

Am I eligible for CME reimbursement?

The annual CME allowance amount for providers is defined in your provider contract.

- a. Providers employed for less than a full calendar year will have their allowance prorated based on start date.
- b. Expenses anticipated or incurred after separation date are not reimbursable.

How do I apply for CME reimbursement?

All requests for reimbursement for eligible coursework or certifications (not required for your job) are made by completing the CME Request form found on myHR (search CME)

What expenses can I be reimbursed for (based on IRS regulations)?

- Online education courses
- Registration for a CME Course including reasonable and necessary transportation and lodging costs, and meal expenses for the provider only.
- Certificate of participation/completion for the class must be provided along with an itemized receipt for all expenses, including a line item billing statement for the hotel and proof of payment. Meals and transportation for accompanying individuals are not eligible for reimbursement and are considered personal expenses. Personal expenses, such as but not limited to spa treatments, alcohol, sports participation, and gift shop purchases are not eligible for reimbursement.
- Conferences which maintains or enhances clinical knowledge and skills including reasonable and necessary transportation and lodging costs, and meal expenses for the providers only.
- Journals or subscriptions to medical professional publications/podcasts, net of any discounts received
- Dues for additional specialty societies or professional organizations
- Expenses for achieving and maintaining board certifications. Maintenance of Certification (MOC) fees with associated earned CME credits.
- Required courses such as Basic Life Support (BLS), Advanced Life Support (ALS), Pediatric Advanced Life Support (PALS), Neonatal Advanced Life Support (NALS), Advanced Trauma Life Support (ATLS), Advanced Cardiovascular Life Support (ACLS) or any other Life Support course.

What is my allotment per Calendar Year?

Defined in your individual contract.

Can amount be carried over?

The annual CME allowance is for the current calendar year expenditures. There is no carry forward or carry back of funds, for example a balance of \$200 in December 2021 cannot be carried forward into 2022. Receipts for current year must be submitted by December 15th to be reimbursable under that year's allowance.

Calendar Year Submission

Expenses will be reimbursable based on remaining CME dollars at the time of reimbursement. For example, an expense submitted in December 2022 will be reimbursable based on CME dollars remaining for 2022, even if expense is for a January 2023 CME activity.

What if I pay for the expenses in this year but complete the event next year, when do I get reimbursed?

Reimbursements are based on submission not payment but must be made within 60 days of completion date of CME. Expenses submitted after 60 days following education will not be reimbursed.

When can I get reimbursed?

Requests for reimbursement must be made within 60 days of completion date of CME. Expenses submitted after 60 days following education will not be reimbursed.

How do I get reimbursed?

Receipts are required for all reimbursements. Please complete the CME request form (found on myHR after 1/1/2022) or talk with your practice manager and/or director

Can I get reimbursed for my license?

No, expenses eligible for reimbursement under professional expenses including medical staff dues, medical license renewals and DEA license fees are not covered under the CME policy. Expenses associated with licensing may be reimbursable in certain situations under another provision of your contract (see your practice manager if you have questions).

Can I get a payment advance to pay for anticipated expenses associated with CME?

No, this is a reimbursement program and you need to pay for the expenses and then be reimbursed.

Is this money taxable?

Since this is a reimbursement program approved reimbursable expenses, as defined by the IRS are nontaxable

How do I get my money?

All CME reimbursement funds will be direct deposited along with the regular bi-weekly payroll

How long does it take to get my reimbursement?

Submissions are due by 10:00 am on the Thursday before payroll, if received and approved by then it will be on the following week's payroll, if not then the following payroll.

How do I get more information?

You may contact the benefits department, at 541-789-4551 (ext. 14551) or Email cmereimbursement@asante.org

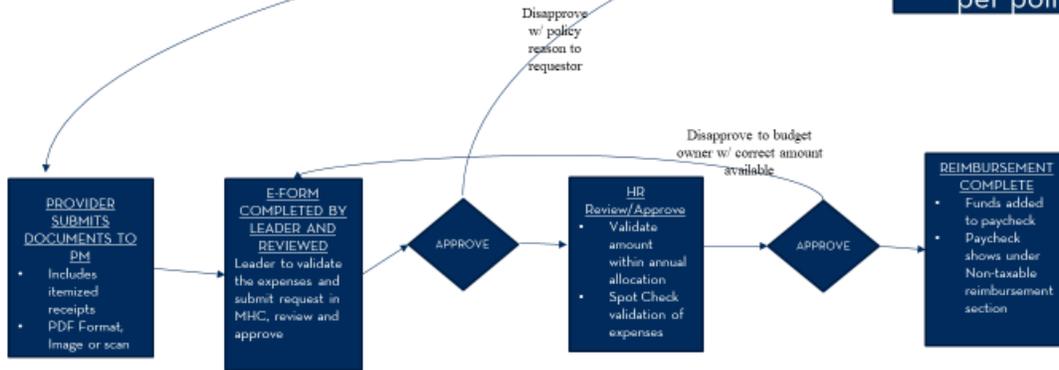
Request forms and policy and procedure details are available through the following links:

- CME Reimbursement Policy
- CME Reimbursement Form
- CME request tips
- myHR (search CME available after 1/1/2022)

Provider CME Reimbursement

Provider needs reimbursement for CMEs

CME paid for by Provider, ready to submit reimbursement per policy rules.



Sample Request form in MHC

CME Reimbursement Request

ASANTE

NOTE: Continuing Medical Education (CME) reimbursement is provided as message ATP benefits to eligible high professional licensed nursing, physician, physician assistant, and pharmacist members. This benefit is contingent upon successful completion of the CME. Reimbursement is provided by direct deposit through payroll.

EMPLOYEE SEARCH
Employee Search: _____

EMPLOYEE INFORMATION
Employee Name: _____ Employee ID: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Fax: _____

REIMBURSEMENT INFORMATION
CME Reimbursement Request #: _____
Requestor Name: _____

CURRENTLY ACCOUNT INFORMATION

Description	Amount	Category	AP	AP	AP
...
TOTAL ALL INFORMATION

CURRENTLY RECEIVED INFORMATION

Total Miles Received	Amount	Category	AP	AP	AP
...

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