

 CharterCARE HEALTH PARTNERS	<b>Continuing Medical Education Program (CME)</b>			
	Chapter	N/A	Effective Date	August 15, 2013
	Policy	<b>Speaker Honoraria and Reimbursement</b>	Approved By	CME Committee and Medical Executive Committee
			Policy #	5

## 1.0 Purpose and Scope

The ACCME requires all CME providers to have written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses. This policy provides guidance for CME Committee members and planners and outlines criteria that provide the basis for deciding what amount of honoraria to pay and provides a mechanism by which additional honoraria could be approved.

## 2.0 Policy Statement

It is appropriate for designated faculty of CME conferences to accept reasonable honoraria and reimbursement for reasonable travel, lodging and meal expenses. This policy instructs the criteria upon which honoraria amounts are determined and reimbursement to speakers for their reasonable out-of-pocket expenses. Commercial supporters **shall not** pay the faculty.

## 3.0 Procedures

**Honoraria** - When in the course of planning a CME activity it becomes necessary to engage faculty presenters **outside of the organization** it is customary to offer an honorarium. Factors that determine the amount of honorarium are influenced by the subject matter expertise of proposed faculty, current market value, faculty request, geographical distance, and amount of credit hours.

Additional criteria include demonstrated expertise in the content area selected, ability to communicate effectively with the target audience, and willingness to meet the educational needs that the planner has identified.

All these considerations will be used to negotiate fair honoraria for the guest faculty. The range of honoraria payment is \$0 - \$2500.00.

Honorarium payments above the maximum must be approved by the CME Committee and may be dependent on available grant funding.

No individual involved in a CME activity may receive payment directly from a commercial interest for honoraria, travel, or out-of-pocket expenses.

**Additional reimbursement** – Most often faculty will incur travel expenses. This ranges from mileage reimbursement to airline travel and overnight accommodations. Applicable expenses include but are not exclusive of round trip travel by a commercial or public carrier (coach class), automobile (mileage only), ground transportation to and from the activity, hotel

accommodations (speaker agrees to use accommodations where special rates have been negotiated for the program) and modestly priced meals while a hotel guest.

No reimbursement will be issued without a receipt.

Expenses incurred for travel should be billed immediately following completion of activity, making sure to include **all receipts**. Upon approval, payment will be issued. Payment will not be made for expenses that cannot be documented with a receipt.

#### **4.0 Revision History**

N/A

<b>Date</b>	<b>Description of Change</b>

#### **4.0 Appendices**

N/A