

## CME and Licensure/Certification Reimbursement Policy

### **Overview**

It is a policy of Adfinitas Health to reimburse providers for eligible Continuing Medical Education (CME) expenses as well as costs associated with maintaining licensing and certification during employment, limited to an annual allowance.

### **Continuing Education - General Information**

CME reimbursement amounts to be deducted from a provider's annual allowance must involve the achievement of continuing medical education credits necessary for active licensure required for employment with Adfinitas Health.

In general, reimbursement of CME may include costs such as registering for live or online courses/conferences which award CME, society dues for professional memberships which provide access to CME, subscription fees for internet based medical information services where CME is provided for researching information (i.e. Up To Date or similar service), subscription fees for Internal Medicine Journals where CME is provided as part of the subscription and payment for internal medicine boards where CME is earned throughout the process.

Additionally, reasonable travel, meals, airfare, hotel stay and transportation expenses for providers who have enrolled in live CME courses/conferences are eligible expenses to be deducted from the annual CME allowance. If an employee is accompanied by a spouse, significant other, or anyone else not employed by Adfinitas Health, the travel and meal expenses for the related individual are not eligible for reimbursement.

Consistent with IRS guidelines around reimbursable business expenses, equipment or hardware requests along with magazine subscriptions are not eligible expenses for reimbursement.

### **Continuing Education - General Information**

**All providers are expected to begin employment with a valid state license and board certification, as applicable. The company will reimburse providers for costs associated with maintaining their license(s) or board certification(s), subject to the annual CME limit.**

**In the event the company asks a provider to secure a license to practice in another state, the company will reimburse fully (and any amounts will not be deducted from the provider's CME allowance) the provider for costs associated with obtaining and maintaining that license(s) during their qualifying employment with the company.**

### ***Timing***

CME allowances are provided on a calendar year basis although cannot be used in the first 90 days of employment. The CME allowance is prorated for partial years, such as the year of hire and the year of termination. In any such year, the allowance is prorated based on the number of whole months out of the year which an individual is employed (the first day of the calendar month which is closer to the date of hire or the date that notice was given, will be used as the basis for this calculation). In the event CME is reimbursed in one year for a course in the following year, the CME allowance impacted is that of the year in which the reimbursement took place (not the year the course is attended). Any unused CME allowance will be forfeited as of the end of the calendar year.

### ***Usage at end of employment***

Once notice has been given, CME allowance will no longer be available for use and any scheduled CME reimbursement for courses taking place either during the notice period or after separation from employment must be fully repaid to the Company through a check, future expense or payroll deduction prior to separation. Similarly, if the provider has received reimbursement in an amount greater than their prorata entitlement (calculated from the beginning of the year through notice date), any overage must be fully repaid to the Company through a check, future expense or payroll deduction prior to separation. Further, any CME course scheduled during a notice period may not be attended on company time (paid or unpaid).

Course or conference registrations need to be pre-approved by a Director of Operations, Medical Director, RMD, or COO prior to scheduling the course.

### ***Authorization and Responsibility***

CME reimbursements must be approved by an authorized individual. Providers should submit a completed expense report itemizing the related transactions along with all the supporting receipts and evidence of payment [through Concur](#). Please ensure supporting documentation is legible for processing and includes itemized receipts including the date the CME expense was incurred.

Requests made without supporting receipts or evidence of payment will not be released for payment until the necessary components are received.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

### ***Licensure Reimbursement (outside of CME)***

Adfinitas Health will reimburse all full-time employees for the costs of getting and maintaining a medical license, CDS certification, and DEA certification within the state(s) they are providing service

under an Adfinitas Agreement. These expenses are considered a cost to the company and are not limited to an annual allowance (i.e. fully reimbursable by Adfinitas Health). Reimbursement requests for these expenses should be submitted in the same manner as noted in the CME “Authorization and Responsibility” section above.