

Continuing Medical Education Fund

Reimbursable under the CME Fund:

CME Accredited/Seminars, Courses, Medical Meetings

- ✓ Registration receipt as well as copy of credit card statement to show exchange if applicable
- ✓ Certificate of attendance
- ✓ Airline Itinerary showing dates and cost of flight, baggage costs with the receipts
- ✓ taxi receipts
- ✓ Car rental receipts – if applicable (gas receipts for a rental)
- ✓ Mileage can be claimed when using personal vehicle but lesser of the economy airfare or road travel is applicable.
- ✓ Maintenance is flat rate of \$300/day per diem applicable to the conference days and 1 day arrival prior to.
- ✓ Overhead is flat rate per day of \$200/day for self-employed physicians who have overhead costs while away.

Computer Hardware – with purchase receipt (\$750/year out of the annual entitlement)

- ✓ laptop, desktop, tablet, handheld device, smart phone, smart watch – purchase receipt required

Medical Text Books, Journals and Medical Software

- ✓ with purchase receipt.
- ✓ if receiving a journal by paying the membership fees to an association, they will need to provide the documentation cost if the journal is purchased as a non-member. The lesser of the two will then be reimbursed.
- ✓ Prep materials for preparation of exams
- ✓ mock exams used prior to – for learning
- ✓ software – i.e.....drug data bases, epocrates, lexicomp, up – to –date, etc.

Not Reimbursable under the CME Fund

- × Billing Software/Office software
- × Office equipment – computers for EMR program and all other related items – stethoscope, lab coat, etc.
- × Dragon Speak, or Dictaphone machines
- × Accessories to the computer - Scanners, Monitors, Printers – any accessories to the actual computer component (unless as a packaged bundle) i.e.....desktop with monitor, keyboard. Upgrades to accessories would not be covered.
- × Smart Phone warranties and accessories for this item.
- × Social activities (banquets, awards dinners, gratuities, tips for cab rides etc.).
- × Internet fees or hookup fees, monthly contract fees for data plans
- × Exam fees of any kind including – LMCC, CCFP, Certification exams, any relating to licensure within the province.
- × Presenters do not qualify for CME 'unless' they are also participants in the CME meeting. If solely presenting – any expenses relating to course will not be applicable.

When making a claim for expenses paid in another currency – please forward the credit card statement to show the actual amount paid by you, or let us know if you prefer to have us convert the amount on your behalf.

When physicians leave practice in the province, all benefits become inactive. Any unclaimed CME monies would not be eligible to claim. All claims MUST be submitted prior to departure.