

Continuing Medical Education Reimbursement Program

Reimbursable under the CME Program:

CME Accredited/Seminars, Courses, Medical Meetings

- ✓ Registration receipt as well as copy of credit card statement to show currency exchange if applicable
- ✓ Certificate of attendance is required to be submitted with the claim where applicable
- ✓ Airline Itinerary showing dates and cost of flight, baggage costs with the receipts
- ✓ Taxi receipts
- ✓ Car rental receipts (including fuel receipts)
- ✓ 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 (\$1000/year out of the annual entitlement)

- ✓ laptop, desktop, tablet, smart phone, smart watch – receipt required with date of purchase visible

Medical Text Books, Journals and Medical Software

- ✓ receipts required with date of purchase visible
- ✓ 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
- ✓ medical software – i.e.....drug data bases, epocrates, lexicom, up-to-date, etc.

Not Reimbursable under the CME Program

- × 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, you may wish to include the credit card statement showing currency conversion of the purchase. The SMA will convert the currency upon receipt of claim if this is not provided.

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