

Policies and Procedures**Title: Honoraria and Expense Reimbursement***Policy Number 7142.1***Administrative Approval:**

Norton Healthcare System CME Committee

Statement of Purpose

As a provider of continuing medical education accredited by the Kentucky Medical Association (KMA) and adhering to the guidelines set forth by the Accreditation Council for Continuing Medical Education (ACCME), Norton Healthcare is committed to providing high quality education programs honoraria and expense reimbursement policies are outlined to adhere to the ACCME Guidelines for Commercial Support. This policy outlines the guidelines for payment of honoraria to speakers and the reimbursement of out-of-pocket expenses to speakers, planners, and other activity faculty for the purpose of ensuring commercial independence.

Guidelines

- Speaker honoraria amounts should commensurate with the speaker's experience/credentials that are customary honoraria for the discipline, time commitment and funds available. This amount should be approved by the activity planning committee and/or the Office of CME. The typical honorarium for a keynote speaker ranges from \$1,000 to \$5,000; taking into consideration the criteria previously listed.
- Physicians employed by Norton Healthcare should not receive an honorarium unless there are special circumstances that are approved by the activity planning committee and/or the Office of CME.
- The CME provider, joint provider or designated educational partner will directly pay the honorarium to the speaker in accordance with Norton Healthcare procedures and policies.
- Funds from commercial supporters must never be paid directly to speakers or any other individuals associated with the educational activity.
- Expenses related to participation in the CME activity will be reimbursed to speakers, planners or other related activity staff/faculty; i.e. out-of-pocket travel, meals, mileage and lodging. Receipts will be required, and reimbursement will be in compliance with Norton Healthcare's policies and procedures and expenses will be paid directly by Norton Healthcare, or if applicable the educational partner.
- Reimbursement for out-of-pocket expenses for guest faculty will be for the extent of their required participation in the CME activity.
- Funds for commercial support will not be used to pay for travel, lodging or personal expenses for non-teacher or non-author participants of a CME activity.
- No other payment will be given to the course director, planning committee, teachers or authors, joint provider or any others involved with the supported activity.
- No commercial support funds will be paid to the participants.

Documentation

All copies of check requests, travel expense receipts, etc., will be filed with the activity.

Revised February 2015