

MEDICAL UNIVERSITY OF OHIO AT TOLEDO

Name of Policy: Honorarium Policy

Policy Number(s): A-10-12-00002-0206

Issuing Office: Continuing Medical Education

Scope of Policy: Compliance with ACCME Standards

OFFICIAL POLICY



Effective Date: 02/28/06

Initial Date: 06/01/05

Responsible Agent: Associate Dean for Continuing Medical Education

POLICY

Specific procedures must be followed when planning and administering Category 1 AMA PRA approved activities that reimburse expenses and pay honoraria.

PURPOSE

The ACCME requires all providers to have “written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers and authors” (ACCME Standards of Commercial Support – Standard 3.7). This policy refers to only those courses approved for AMA PRA credit through the Medical University of Ohio Office of CME.

Honoraria are to be determined by the activity director and/or the Continuing Medical Education staff using the following guidelines. Any requests for exception must be made in writing to the Director of CME.

PROCEDURE FOR MEDICAL UNIVERSITY OF OHIO

1. Honoraria

Medical University of Ohio Faculty:

- Presentation within Lucas/Wood Counties No Honorarium
- Presentation outside of Lucas/Wood Counties Maximum of \$250

Guest Faculty:

- Per hour presentation (based on local, regional or national speaker)
- \$250 - \$5000

Note: *Under no circumstances* may a commercial supporter of an activity pre-pay or reimburse a CME presenter directly for either expenses or honoraria.

2. Reimbursable Expenses

Travel expenses will be reimbursed based on the MUO Travel Policy. Refer to Travel Policy 01-015 General Policy and Procedure Manual. Guest faculty will be paid a per diem rate on meals. All travel expenses are to be submitted directly to the Office of CME for reimbursement.

PROCEDURE FOR ST. VINCENT MERCY MEDICAL CENTER

The Honoraria for an educational presentation is set on an individual basis consistent with the budget for the educational program and cognizant of the reputation and experience of the speaker.

Travel and related expenses will be reimbursed for reasonable expenditures according to Federal and Institutional guidelines as indicated in policies and procedures generated by the Regional Finance Department of Mercy Health Partners.

All honoraria check requests must be signed and approved by the Vice President per Finance Policy.

Approved by: <hr/> Senior Vice President, Medical Affairs Dean, College of Medicine	Policies Superseded by This Policy:
<i>Review/Revision Completed by:</i> Dean, College of Medicine Associate Dean for Continuing Medical Education	Revision/Review Date: Updated 12/05

Note: The printed copy of this policy may not be the most current version; therefore, please refer to the policy website (<http://policies.meduohio.edu>) for the most current copy.