

Section:	Sponsoring Institution	
Document Number:	GME0024	
Title:	Resident Education Funds Policy and Reimbursement	
	Process	
Responsible Department:	Graduate Medical Education	
Created:	01/25/2018	
Revised:	09/29/2020	
Superseded:	03/01/2018	
GMEC Approved:	10/20/2020	
Board of Directors Approved:	10/22/2020	
Effective:	10/23/2020	
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POLICY:

Educational Funds and Reimbursement

SCOPE:

All Valley Health Team, Inc. (VHT) residencies and fellowships accredited by the Accreditation Council for Graduate Medical Education (ACGME).

PURPOSE:

The purpose of this policy is to define available reimbursement for individual resident expense items. All reimbursable expenses must comply with established Valley Health Team, Inc. guidelines and regulations.

PROCEDURE:

\$1,600.00 per trainee per academic year is allowed for full-time resident physicians enrolled in graduate medical education programs at Valley Health Team (VHT). This amount is prorated for residents who start off cycle. Residents who are delayed in finishing due to time off, repeating rotations, etc. are not entitled to any additional educational monies for the period they are extended.

Allowable Education Expenses

- Medical books, medical journals, and online journal subscriptions.
- Board review courses (online and in person)
- Medical items required for residency (surgical loupes, stethoscopes, indirect ophthalmoscopes and lenses.
- Professional medical society dues or fees that enhance resident education beyond those
 provided by the program. Resident funds cannot be used for mere membership in
 societies/organizations but rather only if resident can document that membership allows
 resident access to guides, examinations, etc. that could not be obtained without a
 membership.
- Electronic equipment that is predominantly used for resident/fellow work. Must be purchased within the required timeframe (see above) and is limited to one electronic device per category per academic year (computers, laptops, tablets, smart phones).



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Warranties and other electronic items (such as printer, external hard drives, keyboard, etc.) are not reimbursable.

- Lab coat expenses beyond what is purchased by GME
- Boards that must be taken during residency
 - o Cannot be used for boards to be taken after residency
- California Medical License
- Drug Enforcement Agency (DEA) registration
- Travel for conference attendance or presentation and all resident travel must comply with the Valley Health Team, Inc. Travel Policy

Resident Educational funds can be used to reimburse the following:

- United States Medical Licensing Examination (USMLE) Step 3 and Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level 3 if applied and registered for during first post-graduate year (PGY-1)
 - An original receipt showing payment (or the equivalent as determined by the GME) for USMLE Step 3 or COMLEX Level 3 fees.
 - Residents must submit proof of successfully passing USMLE Step 3 or COMLEX Level 3 to GME office
 - o If USMLE Step 3 is not passed on first attempt, no additional funds will be available for second attempt
 - o If the resident has already passed USMLE Step 3 or COMLEX Level 3 prior to starting residency, and has paid California license fees, the entire \$1,600.00 is available for use for other appropriate expenses.
- California Medical License Transition from a Postgraduate Training License (PTL) to a Physician's and Surgeon's License (PTL Holders Only)
 - The amount of payment/reimbursement varies depending on whether the license is issued by the Medical Board of California or California Osteopathic Medical Board. For MDs and DOs transitioning their license from a PTL to a full license, reimbursement applies to the current license fee. GME will only reimburse the



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MD license fee for the reduced rate of \$416.50 and the DO license fee for the prorated rates (amount TBD)

o Per GME Funding Policy (GME0026), residents can use their resident funds to submit for reimbursement of their medical licensing fees.

Reimbursement Guidelines

Resident funds do not roll over from contract year to contract year. Reimbursement has to be made during the same academic year of purchase (academic year runs 7/1-6/30) and turned in within the deadline that is set each year.

Non-Travel Reimbursement Process

- 1. The resident must submit appropriate reimbursement request form to program coordinator
- 2. Attach receipt to request form
 - a. Receipts must list all items purchased and show as paid in full.
 - b. Receipt must be readable. PDF is preferred format.

Travel Reimbursement Process

- 1. Must be approved prior to traveling. The approval must include an estimated cost. This can be done via conference request form.
- 2. The resident must submit conference request form to program coordinator and must have itemized listing of what is being requested. Travel items can include: meal per diem, mileage, airfare, registration, lodging, and incidentals.
 - a. Meals are reimbursed on a per diem basis. Please refer to the VHT travel policy for details. If lodging is shared by two or more residents, a copy of the cancelled check written to the one who reserved the room must accompany the hotel bill.
 - b. Individuals using a personal vehicle for official business will be reimbursed based on the approved map mileage of the most direct route, plus any costs of parking and tolls. The mileage reimbursement rate is set by the IRS by January 1 for each calendar year. Proof of automobile insurance must be submitted with mileage reimbursement request.



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- 3. Receipts must be attached for any item. All receipts must be readable (pdf format is preferred), list all items purchased, and show as paid in full (payment cannot be made via gift card or financing).
- 4. Official conference course schedule and confirmation of attendance is required for reimbursement and must be attached to document.
- 5. The program directors written approval needs to be obtained prior to submission and the approved conference request attached to the reimbursement request.

DocuSigned by:	10/22/2020
Soyla A. Reyna-Griffin, CPA Chief Executive Officer	Date
Docusigned by: Mayle Puncyv	11/22/2020
Mary Ellen Pumarejo	Date
President, Board of Directors	