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**TITLE: CME Time and Reimbursement Policy**

**CATEGORY: Human Resources**

**EFFECTIVE DATE: JUNE 1, 2025**

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**Policy:** Carolina Health Centers (CHC) is committed to supporting the professional development and ongoing licensure of its medical and behavioral health providers. To this end, CHC offers Continuing Medical Education (CME) time and reimbursement funds to eligible providers.

**Scope:** This policy applies to all medical and behavioral health providers at Carolina Health Centers (CHC).

### **Eligibility and Allocation**

- Full-time (1.0 FTE) providers are eligible for:
  - Up to **40 hours of CME** per fiscal year.
  - Up to **\$3,000 in CME reimbursement funds** per fiscal year.
- CME time and funds are **prorated** for part-time providers working less than 1.0 FTE or for those whose contract duration is less than 12 months.

### **Use and Expiration**

- All CME time and funds must be used **by May 31<sup>st</sup>**, the end of CHC's fiscal year.
- **Unused CME time or funds will expire** at the close of the fiscal year and will not carry over into the next fiscal year.
- **No CME time or funds may be used in the new (upcoming) fiscal year** without **express written approval** from the Chief Medical Officer (CMO) and/or Chief Executive Officer (CEO).
- There is no compensation for unused CME time or funds if a contract or a position is terminated.

### **Approval and Reimbursement Process**

- CME activities must be relevant to the provider's clinical role and support ongoing licensure or professional development.
- Reimbursement requests must be emailed to the provider's supervisor or designee for approval and then submitted via Paylocity or the designated expense platform **before May 31**. Late submissions will not be processed unless prior approval has been granted.

- Examples of reimbursable expenses include registration fees, educational materials, and travel related to CME activities. Non-traditional items (e.g., electronics) require additional justification and may be subject to denial.
- Equipment such as stethoscopes, scrubs and portable otoscopes may be purchased with CME funds.
- Books, screeners, online training, and other medical-related educational materials may also be purchased with CME funds.
- CME time may be used for online or at-home training if a minimal rate of four hours of CME time per day requested is maintained.
- CME funds may not be used for travel with the intent of online or at-home training material that does not require travel.
- **Any question of eligible use** of CME funds should be directed to the department director or the CMO prior to the request of those funds.

## Special Considerations

- With prior approval from the CEO and contingent upon completion of licensure CME requirements, CME time may be used for **pro bono medical missions**.
- CME time used during periods of leave (e.g., LOA) must be clearly documented and approved in advance.

## Oversight and Exceptions

- Any exceptions to this policy must be approved in writing by the CMO and/or CEO.
- Department Directors may recommend exceptions, but final approval rests with executive leadership.