

TITLE	EEH ACME PROGRAM: HONORARIA AND REIMBURSEMENT OF EXPENSES FOR ACCREDITED CME ACTIVITIES POLICY
PURPOSE	<ol style="list-style-type: none">1) To set forth the policy for payment of honoraria and expenses for speaker(s)/presenter(s) for Edward-Elmhurst Health's Accredited Continuing Medical Education Program ("ACME Program").2) To comply with the Illinois State Medical Society (ISMS) and the Accreditation Council for Continuing Medical Education (ACCME) Policies for Honoraria and Reimbursement of Expenses for Speakers/Presenters
APPLICABILITY	Edward-Elmhurst Health
POLICY STATEMENT(S)	The Edward-Elmhurst Health Accredited CME Program shall only provide and award continuing medical education credit for educational activities that: (i) follow the procedures outlined in this policy; and (ii) are approved by the Program & Education Committee; and/or the Chair of the Program & Education Committee; and/or the majority members of the Program & Education Committee. Any activity that fails to comply with the approved standards will be suspended from receiving <i>AMA PRA Category 1 Credit™</i> and held to corrective action. If no corrective action is taken, credit is suspended indefinitely, and the activity planner(s) is not permitted to apply for <i>AMA PRA Category 1 Credit™</i> in the future.
DEI STATEMENT(S)	Edward-Elmhurst Health as an institution, and the Accredited CME Program as its supporter, is fighting systemic racism, institutionalized biases, and healthcare inequities. To build a more diverse healthcare community and reduce disparities and injustices in the medical profession, the ACME Program asks that speaker(s), content authors, planners, and others involved in Accredited CME activities are representative of all races, ethnicities, genders, gender identities, sexual orientations, generations, backgrounds. Additionally, the material should be carefully reviewed to reflect linguistically appropriate content, narratives developed with an equitable lens and key terms and concepts used in the context of health equity. When appropriate, conversations on how health equity and DEI+J impact the educational topic should be included.
DEFINITION(S)	<ul style="list-style-type: none">• Accredited CME Activity: An activity accredited by the Edward-Elmhurst Health ACME Department (8681) designated for a specified amount of <i>AMA PRA Category 1 Credit™</i>.• Planner(s): An individual or group of individuals involved in the planning process and implementation, facilitation, or moderation of an accredited CME activity.• Speaker(s): An individual or group of individuals presenting, speaking, or delivering content at an accredited CME Activity.
PROCEDURE	<ol style="list-style-type: none">I. <u>Determining Honoraria.</u> Once a speaker(s) has been identified, a designated Program & Education Committee Member may offer the usual amount of \$150-\$300 to the speaker(s)

depending on time, travel, and extent of education. If this amount is insufficient, the Program & Education Committee Member must seek approval from the Program & Education Committee to offer a higher honorarium. The Program & Education Committee can approve the required honoraria based on the appropriateness of the speaker(s), and Accredited CME Program budgetary considerations or if a hospital or system administrative budget is sponsoring the accredited activity outside of the Accredited CME Department budget.

- II. Correspondence to Speaker(s). After the honoraria have been negotiated by the primary planner(s) and approved by the ACME Department and/or the Program & Education Committee, the ACME Department requests a signed taxpayer identification form (W-9) and a speaker travel/reimbursement information form. The primary planner(s) is responsible for obtaining this information. The Edward-Elmhurst Health Accredited CME Program may offer to pay reasonable expenses of the speaker(s) related to participation, such as travel per Edward-Elmhurst Health Policy.
- III. Requesting Payment. The primary planner requests a check from Edward-Elmhurst Health's Accounting Department, charging the ACME Department cost center (20-8681-71900) or another approved department cost center. The check is provided to the speaker(s) during or after the activity.
- IV. Reimbursement of Expenses. If additional expenses are expected to be reimbursed, the speaker must submit receipts to the primary planner within 14 business days of the accredited CME activity. It is the responsibility of the primary planner to request a reimbursement check from Edward-Elmhurst Health's Accounting Department once the reimbursement costs have been approved by the Program & Education Committee.

CROSS REFERENCE(S)

Development and Implementation of Continuing Medical Education Activities

Revised: 04/08/2019, 08/31/2022

Approved By: Program & Education Committee, 9/18/09, 11/15/13, 1/18/18, 3/23/18, 5/9/2019, **09/08/2022**