

# **2012 CME PROGRAM GUIDELINES**

**2012 Claim Submission Deadline: April 30, 2013**

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# CME PROGRAM GUIDELINES 2012

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## IMPORTANT INFORMATION

### NEW THIS YEAR:

- The 2012 claim submission deadline is **April 30, 2013**. All claims for CME expenses incurred during the 2012 calendar year (January 1 to December 31) must be submitted by this deadline. There is no carryover of unused funds.
- Do **not** include any receipts or proof of payment with your claim submissions. If you submit original receipts, they will be returned to you. **NOTE:** It is important that you retain all receipts and proof of payment as the Ministry will be conducting random audits and will request repayment of any reimbursed amounts that you cannot validate with a receipt or proof of payment.
- If you are submitting a claim for reimbursement of registration fees, travel, meal and accommodation expenses and income replacement, you **must** include proof of attendance and the course agenda with your claim submission; if you do not, your claim will be returned to you.
- If the course is part of a “CME vacation event” (i.e. cruise, skiing, golf, etc. package) you **must** submit an itinerary as well proof of attendance and course agenda.
- You **must** use a 2012 claim form. Claims submitted on old claim forms will be returned and you will be asked to re-submit using the correct form.
- Claim forms must be completed in full, signed, dated and submitted with all required documentation by e-mail or by Canada Post to the **Ministry of Health and Long-Term Care** at the address provided on the first page of this document.
- CME payments will be issued by cheque and mailed to your primary office address unless you indicate on the claim form that it should be sent to another address; cheques are issued in the name of the physician, not a medical corporation.

### UNCHANGED:

- Your eligibility for the CME Program is based in part on the Rurality Index of Ontario 2008 (RIO2008) score of the community in which you maintain a full time practice. To determine what your RIO2008 score is, insert the postal code of your primary office address in the Postal Code Look-up feature at:  
<https://www.oma.org/PublicApp/nlp/NLPWF003.aspx>
- Your CME entitlement level is based on the RIO 2008 score of your primary office address; see section 3 to find out what your CME entitlement is.

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## 1. Funding Dates and Claim Submission Deadlines

Program	Program Funding Year	Claims Submission Deadline
CME	January 1, 2012 to December 31, 2012	April 30, 2013
NPRI - CME	April 1, 2012 to March 31, 2013	April 30, 2013

*Do not submit claims for expenses incurred in the 2013 calendar year.*

## 2. Eligibility Criteria

To be eligible for CME funding, a physician must meet the following criteria:

- be licensed to practise medicine in the province of Ontario **and**
- have an OHIP billing number **and**
- have a full-time permanent practice in Ontario community with a **RIO 2008 score > 0;**

**OR**

- be eligible for the Northern Physician Retention Initiative (NPRI).

Locum physicians, part-time physicians, retired physicians, and residents are **NOT** eligible. Full time is defined as 40 patient care hours a week.

## 3. CME Entitlements

Entitlement is based on the RIO 2008 score of the physician's primary office address. The table below lists the maximum entitlement for each RIO 2008 gradient. To determine your RIO2008 score, insert the postal code of your primary office address within the Postal Code Look-up feature at:

<https://www.oma.org/PublicApp/nlp/NLPWF003.aspx>

RIO2008 Gradient	Maximum Entitlement
= 0	\$0
>0 and <10	\$1,250
≥10 and <30	\$1,500
≥30 and <40	\$1,750
≥40 and <45	\$2,500
≥45 and <50	\$3,000
≥50 and <55	\$4,500
≥55 and <60	\$6,000
≥60 and <65	\$6,500
≥65 and <70	\$6,750
≥70 and <85	\$7,000
≥85	\$7,500

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## 4. Courses and Related Expenses Claiming Guidelines

**NEW:** Do **NOT** submit receipts or proof of payment for registration fees or for travel, meal and accommodation expenses. However, you **must** retain your receipts and proof of payment for all claims you submit to the CME Program as the Ministry may audit your claim and will request repayment for any reimbursed claim that cannot be validated with a receipt or proof of payment.

### a) Claiming Guidelines

- There is no maximum to the number of claims that an eligible physician can submit within the funding year; claims will be awarded within the physician's maximum entitlement amount
- Where the registration fee allows a physician to attend a number of courses (e.g. CME Club, Saturday at the University, etc.), the entire fee should be claimed on one claim form; subsequent claims for the corresponding courses cannot include registration fees
- A course agenda and proof of attendance at the course **must be** submitted with the claim form; proof of attendance is usually supplied by the sponsor in the form of a certificate; the course agenda must outline the course name, date(s), location, sponsor, accreditation information and the schedule of the CME content (hour by hour, each day); if the course is part of a CME vacation event (i.e. cruise, golf, ski, etc. package) the itinerary **must be** submitted with the claim form
- Agendas/outlines/itineraries are used to calculate awards for travel, meals, accommodation and income replacement
- All claims for reimbursement must be in Canadian funds
- Incomplete claim forms or claim forms without proof of attendance, course agenda or itinerary for CME vacation events will be returned and you will be asked to resubmit your claim
- Physicians using an old claim form will be asked to re-submit on a 2012 Claim Form
- The claim form must be signed by the physician claiming reimbursement
- Claims will only be processed once, unless an error has been made by the program administration
- Physicians who receive funding for continuing education from other sources/sponsors should exhaust these funds before applying for CME Program funding

### b) Proof or Payment

- **Remember:** In the event that you are audited, you must be able to provide itemized receipts or proof of payment for all expenses reimbursed by the CME Program
- Receipts must indicate full payment for the CME event/course and must show the date, name and address of claimant; receipts issued under another name and/or address will require an explanatory note if you are audited; a credit card statement or cancelled cheque is accepted as proof of payment only if it is accompanied by an invoice or a copy of your registration form
- If your receipts are in U.S. or any other funds and you are audited, you will be expected to have supporting documentation to show the amount in Canadian funds. Credit card statements generally reflect the exchange rate; however, if the credit card statement is unavailable, a copy of the Bank of Canada exchange rate at the time of the receipt/payment will be required

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## 5. Eligible Courses, Related Expenses and Proof of Payment

The table below lists the courses and travel, meal and accommodation expenses and income replacement that are eligible for reimbursement. It also provides information on the proof of payment you must retain to support your claim should you be audited.

Claim Category	Eligible for Reimbursement	NOT Eligible for Reimbursement	Proof of Payment <i>(To Be Retained – see Section 4 above)</i>
<b>Registration Fees</b>	<ul style="list-style-type: none"> <li>• <u>Only</u> CME courses accredited by the College of Family Physicians of Canada (CFPC) or the Royal College of Physicians and Surgeons (RCPSC); proof of attendance, course agenda and CME vacation event itinerary indicating # of credits are mandatory</li> <li>• If only a portion of an approved event is dedicated to CME, the amount reimbursed will reflect that portion</li> <li>• Where the registration fee allows a physician to attend a number of courses (CME Club, Saturday at the University, etc.), the entire fee should be claimed on one claim form; subsequent claims for the corresponding courses cannot include registration fees</li> </ul>	<ul style="list-style-type: none"> <li>• Unaccredited administrative courses</li> <li>• Annual or business meetings with no CME component</li> <li>• Fees/expenses associated with sitting for examinations</li> <li>• Registration fees associated with professional memberships</li> <li>• Fees/expenses for social activities associated with the course (golf, dinner, dance, theatre tickets, etc.)</li> <li>• Fees/expenses for persons accompanying physicians</li> <li>• Administration costs</li> </ul>	<ul style="list-style-type: none"> <li>• Registration receipt confirming registration fees, date, and payment in full</li> </ul>
<b>Transportation</b>	<p><u>Flights/Trains/Buses/Car Rentals:</u></p> <ul style="list-style-type: none"> <li>• Economy fares/rates</li> </ul> <p><u>Flights in Canada:</u></p> <ul style="list-style-type: none"> <li>• Economy flights</li> <li>• Return travel to/from the nearest appropriate airport</li> </ul> <p><u>International Travel:</u></p> <ul style="list-style-type: none"> <li>• Maximum of \$1000 per course/event (includes air, taxi, parking, car rental, travel to and from airports, etc.)</li> </ul> <p><u>Car Rental:</u></p> <ul style="list-style-type: none"> <li>• Maximum of \$45 per day (including insurance, taxes, gas, mileage)</li> <li>• Where appropriate, one day prior to and/or after a course may be reimbursed</li> </ul> <p><u>Personal Car:</u></p> <ul style="list-style-type: none"> <li>• Permitted within Canada &amp; US</li> <li>• 46¢/km to a maximum of \$1,000 for road travel</li> </ul> <p><u>Taxi/Parking:</u></p> <ul style="list-style-type: none"> <li>• Maximum of \$25 per day</li> </ul>	<ul style="list-style-type: none"> <li>• Any upgrades above economy fares</li> <li>• Travel insurance</li> <li>• Add-on airfare fees, such as advance seat selection, meal vouchers, etc.</li> <li>• Extended car rental before or after CME course/event dates</li> <li>• Car rental estimates</li> <li>• Gas expenses if using personal car (included in the mileage rate)</li> <li>• Gas and mileage for car rentals (included in rental rate)</li> <li>• Extra fees for additional drivers</li> </ul>	<ul style="list-style-type: none"> <li>• Air, train, bus tickets and proof of payment in full confirming travel dates and traveller's name</li> <li>• Final car rental agreement reflecting <b>final</b> charges and proof of payment in full</li> <li>• Taxi/parking receipt</li> </ul>

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Claim Category	Eligible for Reimbursement	NOT Eligible for Reimbursement	Proof of Payment (To Be Retained – see Section 4 above)
<b>Hotel</b>	<ul style="list-style-type: none"> <li>• Maximum of \$200 per night</li> <li>• Where appropriate, one night prior to and/or after a course based on the distance between the physician's address and the course location</li> </ul>	<ul style="list-style-type: none"> <li>• Extensions to hotel stays before or beyond the course dates</li> <li>• Days that do not include a CME session, i.e. if only a portion of an approved CME event is dedicated to CME, the amount reimbursed will reflect that portion</li> <li>• Additional charges such as internet, mini-bar, movies phone calls, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Receipts that reflect itemized charges</li> </ul>
<b>Meals</b>	<ul style="list-style-type: none"> <li>• Maximum of \$60 per day awarded in half-day increments for both course and travel days</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol</li> <li>• Days that do not include a CME session, i.e. if only a portion of an approved CME event is dedicated to CME, the amount reimbursed will reflect that portion</li> </ul>	<ul style="list-style-type: none"> <li>• Itemized receipts</li> </ul>
<b>Income Replacement</b>	<ul style="list-style-type: none"> <li>• Physicians not enrolled in a harmonized Primary Care Model (PCM) may claim income replacement from the CME Program, within the maximum allowance of \$300 per day awarded in half-day increments for both course and travel days</li> <li>• Income replacement for Saturdays can only be claimed if working regular office hours on that day</li> </ul>	<ul style="list-style-type: none"> <li>• Income replacement for Sundays or evenings or for portions of CME events without CME content</li> <li>• Physicians enrolled in any one of the harmonized primary care models with service enhancement fees (e.g. FHN, FHO, BSM, GHG, RNPGE, WHA) are not eligible for income replacement unless they have billed \$2,400 in service enhancement fees from their PCM in 2012</li> </ul>	<ul style="list-style-type: none"> <li>• Primary care model physician awards for income replacement are subject to Ministry audit</li> </ul>
<b>Shared Expenses</b>	<ul style="list-style-type: none"> <li>• Spouses or colleagues who attend the same CME event and share expenses must each submit separate claims with details that include the name of the other party</li> <li>• All shared expenses (hotel, travel etc.) must be totalled and divided between each party</li> </ul>		<ul style="list-style-type: none"> <li>• All receipts for expenses that are shared (e.g. accommodation or transportation) must be attached to both claims</li> </ul>

## 6. Products and Services Claiming Guidelines

**NEW:** Do **NOT** submit receipts or proof of payment with your claim; original receipts will be returned to you. However, you **must** retain your receipts and proof of payment for all claims you submit to the CME Program as the Ministry may audit your claim and will request repayment for any reimbursed claim that cannot be validated with a receipt or proof of payment.

### a) Claiming Guidelines

- Only physicians with a RIO2008 score of 40 or greater and NPRI eligible physicians may claim internet and/or eligible electronics

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- Physicians with a RIO2008 score less than 40 are **NOT** eligible to claim internet access and/or electronics
- Products and services must be bought and paid for within the 2012 calendar year to be eligible for reimbursement
- All claims must be in Canadian funds
- Incomplete claim forms will be returned and you will be asked to re-submit
- Physicians using an old claim form will be asked to re-submit on a 2012 claim form
- The claim form must be signed by the physician claiming reimbursement
- Claims will be processed only once, unless an error has been made by the program administration
- Physicians who receive funding for continuing education from other sources/sponsors should exhaust these funds before applying for CME Program funding

b) Proof or Payment (receipts)

- Invoices and receipts must clearly show proof of payment, purchaser name and the date of payment; for all products and services, a credit card statement or cancelled cheque is an acceptable proof of payment **ONLY** if the name of purchaser, address and item name is listed and it is accompanied by the invoice or receipt
- All receipts retained as proof of payment must be dated paid within the 2012 funding year (January 1, 2012 to December 31, 2012); products purchased at the end of 2012 and paid in 2013 **cannot** be claimed for funding year 2012
- Receipts and proof of payment must show the name and address of claimant; receipts issued under another name and/or address must be accompanied by an explanatory note
- If your receipts are in U.S. or any other funds and you are audited, you will be expected to have supporting documentation to show the amount in Canadian funds. Credit card statements generally reflect the exchange rate; however, if the credit card statement is unavailable, a copy of the Bank of Canada exchange rate at the time of the receipt/payment will be required

## 7. Eligible Products and Services and Proof of Payment

The table below lists the products and services that are eligible for reimbursement and provides details on the proof of payment you must retain to support your claim in the event you are audited.

Claim Category	Eligible for Reimbursement	NOT Eligible for Reimbursement	Proof of Payment (To Be Retained)
<b>Physicians with a Primary Practice Address RIO2008 Score Greater than 0</b>			
<b>Medical Journals &amp; Textbooks</b>	<ul style="list-style-type: none"> <li>• Medical textbooks and journals with a CME or medical subject matter (titles must be provided on the claim form)</li> </ul>	<ul style="list-style-type: none"> <li>• Non-medical books, journals, magazine subscriptions, etc</li> <li>• Books or journals for the use of patient education</li> <li>• Displays for office use (i.e. charts, posters, models etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt/invoice specifying the title of the book or journal, date of purchase and payment in full</li> <li>• If receipt does not identify the name of the textbook/journal, a photocopy of the front cover of the textbook/journal for confirmation of the subject</li> </ul>



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Claim Category	Eligible for Reimbursement	NOT Eligible for Reimbursement	Proof of Payment (To Be Retained)
<b>Medical &amp; Educational Computer Software / Multimedia</b>	<ul style="list-style-type: none"> <li>• CME software for PCs, PDAs, handheld devices, Laptops and Tablets</li> <li>• CME related CDs, DVDs, audio and video tapes</li> <li>• Product must be listed on the claim form</li> </ul>	<ul style="list-style-type: none"> <li>• Computer software that does not have a CME component such as Microsoft Office, billing software, etc</li> <li>• Administrative office products such as dictation software/devices, organizational software</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt/invoice reflecting name of purchaser, product name, full payment and date of purchase</li> </ul>
<b>Internet Literature Searches/ Self-Evaluations</b>	<ul style="list-style-type: none"> <li>• On-line literature searches (e.g. libraries, hospitals, etc.)</li> </ul>		<ul style="list-style-type: none"> <li>• Receipt/Invoice reflecting charges for on-line literature searches (e.g. libraries, hospitals), which identifies the subject matter and the name of purchaser and confirms date of purchase of service and full payment</li> </ul>
<b>Physicians with a Primary Practice Address RIO2008 Score of 40 or Greater or NPRI Eligible</b>			
<b>Internet Access Services</b>	<ul style="list-style-type: none"> <li>• Maximum of \$50/month (\$600/year) for <b>one</b> internet connection</li> </ul>	<ul style="list-style-type: none"> <li>• Second internet line</li> <li>• Excess usage fees</li> <li>• Security and anti-virus fees</li> <li>• Data plans/internet access through your handheld device</li> <li>• Bundled services (see next column)</li> </ul>	<ul style="list-style-type: none"> <li>• One month's invoice from internet provider reflecting purchaser's name and total monthly charges. Invoice must be dated within the funding year.</li> <li>• If the monthly fee is part of a bundled amount, documentation from your service provider indicating the internet portion of the bundle</li> </ul>
<b>Handheld device</b>	<ul style="list-style-type: none"> <li>• Maximum of \$500 per year for <b>one</b> device (e.g. PDA, Blackberry, iPod, Kindle, e-reader, etc.) with the ability to download CME related software for the purposes of point-of-care learning</li> <li>• Additional memory</li> </ul>	<ul style="list-style-type: none"> <li>• Device accessories, such as Bluetooth, case, charger, car adapter, engraving, etc.</li> <li>• Warranties or administration fees</li> <li>• Expenses for handheld devices CANNOT be shared between physicians</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt/invoice or online order form that identifies the purchaser, the date of purchase, product name and payment in full</li> <li>• If the device was purchased as a "Hardware Upgrade" and invoiced through your service provider, a copy of the Proof of Activation or other documentation providing the name, date of the upgrade and payment</li> </ul>
<b>Laptop/Tablet for the purpose of point-of-care learning</b>	<ul style="list-style-type: none"> <li>• <b>One</b> laptop, Notebook, Tablet, or iPad to a maximum of \$1,500 (incl. taxes) <b>once every three years</b></li> </ul>	<ul style="list-style-type: none"> <li>• Upgrades and extended warranties</li> <li>• Product service plans</li> <li>• Set-up fees</li> <li>• Additional memory</li> <li>• Accessories, such as keyboards, cases, extra batteries, etc.</li> <li>• Non-portable computer items (desktop computers)</li> <li>• Peripheral hardware such as CD ROM drives or modems</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice/receipt identifying the purchaser name, type of product, date of purchase, and confirming payment in full</li> <li>• Where typical receipts are not issued for online purchases, a copy of the invoice or online order form that identifies the name, date and cost of the purchase must be provided along with proof of payment in full</li> </ul>

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## CLAIM SUBMISSION:

**Submit your signed claim form by email or by Canada Post to:**

CME Program  
Ministry of Health and Long-Term Care  
1075 Bay Street, Suite 301  
Toronto ON M7A 0A5  
E-mail: [cme@ontario.ca](mailto:cme@ontario.ca)