

Purpose

This policy addresses the payment of honoraria and reimbursement of out-of-pocket expenses for contributors to Continuing Medical Education (CME) activities accredited by Bridgeport Hospital. This policy was established in accordance with Criteria 3.7 of the ACCME Standards of Commercial Support.

Policy

- Honorarium shall not be paid for Bridgeport Hospital faculty participating in CME-accredited regularly scheduled series or symposia
- Honorarium shall not be paid to the director of a CME activity, planning committee members, teachers or authors, joint providers or any others involved with planning the activity (Standard 3.9)
- Honorarium shall not be paid to an individual who serves in multiple roles for a course shall receive no more than one honorarium for that course (Standard 3.10)
- Honorarium for guest faculty for a Bridgeport Hospital CME-accredited activity shall not exceed \$3000 per day of participation. Request for an exception must be approved by the chair of the CMEC
- Reimbursements for out-of-pocket expense for guest faculty will be determined according to Bridgeport Hospital travel policy and will be for the extent of their participation in the activity only
- Honorarium will be paid by Bridgeport Hospital directly to the speaker at the time of the event. Out-of-pocket expenses will be processed in accordance with Bridgeport Hospital travel policies. (Standard 3.8)

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Process

- Honoraria request for guest faculty will be processed through the Accounts Payable Department and the guest speaker will receive a check from Bridgeport Hospital for the predetermined amount at the time of the activity assuming documentation was received in advance. (Standard 3.8)
- Expenses will be reimbursed after original expense receipts have been received. Reimbursements will be in accordance with Bridgeport Hospital travel policy, which should be conveyed to the guest speaker at the time of the invitation. (Standard 3.8)

9/2017

2/2019