Continuing Medical Education Program Administration Policy

The Continuing Medical Education Reimbursement Program is provided through the AMA Agreement between the Alberta Medical Association and Alberta Health. The program reimburses physicians for eligible continuing medical education costs.

Eligibility requirements
As a physician you are eligible if you:

- Are a resident of Alberta (make your home in and are ordinarily present in Alberta).
- Are a regulated member of the College of Physicians and Surgeons of Alberta, who holds a practice permit issued under the Health Professions Act (excluding physicians on the postgraduate register).
- Are a full member of the AMA or a non-member who has paid an administration fee equal to full membership.
- Have provided insured medical services whether paid by Alberta Health, Alberta Health Services or any other party; or have provided public health services funded by AHS. Insured medical services includes clinical services provided through an alternate relationship plan or the academic medicine health services program.

If you are not billing on a fee-for-service basis but are still providing eligible insured medical services or public health services, you will need to complete and return an Eligibility Status Form, available on the AMA website at www.albertadoctors.org/services/physicians/paperwork.

Income tax implications
Reimbursements received through the CME program must be declared as income for tax purposes. You may continue to claim education costs as allowed under the current tax regulations and therefore, should retain original receipts.

Claiming policies
In May of each calendar year that you satisfy the requirements above, an allotment will be set aside for you to use. The 2019 allotment is $2,684. Annual allotments carry forward for three years but expire on March 31 of the fourth year if not used (e.g. you have until March 31, 2020 to use your 2017 allotment).

To use your allotment, submit your claim online by visiting the AMA website or complete and submit the CME Application for Benefits form available on the AMA website. You can submit claims as often as you like, but the expenses must have been incurred during the available allotment period (e.g., January 1, 2017 to March 31, 2020). The AMA may request additional information to verify a claim.

You are encouraged to sign up for electronic deposit of your benefit payment by completing a Payment Request Form available on the AMA website at www.albertadoctors.org/services/physicians/paperwork. You may also choose the option to have the payment made to your professional corporation. If a Payment Request Form is not completed, the payment will be sent by cheque to you personally, to your preferred AMA mailing address.

Payment is normally issued within one week of the AMA receiving your claim form as well as all the required receipts and course information.
Reimbursable expenses

- **Registration fees** (proof of payment including course dates, location and description is required)
  - Conventions or meetings, including conferences outside Canada, provided there is a recognizable medical education component.
  - Computer-related courses and Internet charges incurred to access continuing medical education.
  - Preparation material for a physician’s presentation of a scientific paper.
  - Preparation materials for a physician teaching or otherwise providing CME.
  - Self-assessment programs, literature searches and registration fees for the University of Alberta/University of Calgary Medical Information Service.

- **College of Family Physicians of Canada and Royal College of Physicians and Surgeons of Canada fees:**
  - Fees charged by the CFPC or RCPSC for participation in the MAINPRO or MOC Continuous Professional Development programs are eligible for reimbursement. CFPC and RCPSC membership dues up to the MAINPRO or MOC/CPD fee amount may be claimed.

- **Transportation costs** (copies of receipts are required)
  - Economy airfare, taxi, rental car and parking.
  - Automobile travel costs at $0.59/km for out-of-town travel.

- **Maintenance** (proof of registration or attendance is required)
  - An allowance of up to $270 per day is available for items like meals and accommodation for out-of-town events. This applies to days while attending the CME function and up to two travel days per course.

- **Overhead:**
  - An allowance of up to $50 per approved CPD credits earned either through the CFPC MAINPRO program or the RCPSC MOC/CPD program.

- **Reference materials** (copies of receipts are required)
  - Literature, books, subscriptions (e.g., Up to Date), CDs.

- **Computer hardware purchases** (copies of receipts are required)
  - 50% of the CME allotments may be used for computer hardware purchases. Digital cameras, handheld computers (e.g., Blackberry, iPad and iPhone), scanners, printers and laptops are reimbursable if used for educational purposes. Labor/maintenance charges and accessories such as cases are not reimbursable.

Non-reimbursable expenses

- Items not listed are ineligible for reimbursement.

Contact us
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