



Patients First®

# Continuing Medical Education Reimbursement Program

## Application for Benefits

Please type or print

Name: \_\_\_\_\_ AMA membership no.: \_\_\_\_\_

Address:  Home  Office \_\_\_\_\_ Phone (office): \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Postal code : \_\_\_\_\_

How would you like to receive your payment?  Cheque to me personally  Cheque to my Professional Corporation  
If paying to a Professional Corporation, print your registered PC name below.

Direct Deposit (EFT) to person  Direct Deposit (EFT) to my Professional Corporation

**PLEASE ATTACH VOID CHEQUE (if not already on file).**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Event/Continuous Professional Development activity

Description: \_\_\_\_\_

Location: \_\_\_\_\_

Dates of event: \_\_\_\_\_

**Expense details:** *Confirmation of attendance is required for all events*

**Registration fees** Proof of registration and payment is required. .... \$ \_\_\_\_\_

**Transportation costs** Automobile travel costs may be charged at \$0.505/km.  
*Receipts are required for economy air fare, taxi, rental car & parking...* ..... \$ \_\_\_\_\_

**Maintenance** \$270 per day toward hotel and meal costs for out-of-town events (applies to days in attendance at the CME function and up to two travel days per course). \$ \_\_\_\_\_

**Overhead** \$50 per approved Continuous Professional Development credit.  
Total number of credits \_\_\_\_\_ x \$50 .....\$ \_\_\_\_\_

**Reference materials** Medical literature  
*Copies of receipts are required.* **Receipt date:** \_\_\_\_\_ \$ \_\_\_\_\_

**Quality Improvement Costs** Direct Expenses incurred to complete a CPSA-approved PPIP activity  
*Copies of receipt are required.* **Receipt date:** \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

You can submit claims as often as you like, but the expenses must have been incurred during the available allotment period (e.g., April 1, 2023, to March 31, 2024). The AMA may request additional information to verify a claim.

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.
  - 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.
- **Transportation costs** (copies of receipts are required)
  - Economy airfare, taxi, rental car, and parking.
  - Automobile travel costs \$0.505 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 Continuous Professional Development (CPD) credits earned either through the MAINPRO program or the MOC program. To claim overhead allowance payments, eligible physicians must retain proof of approved CPD credits earned but not the cost of any corresponding overhead.
- **Reference materials** (copies of receipts are required)
  - Literature, books, subscriptions (e.g., Up to Date), CD's, podcasts, monographs, videos, e-learning modules that are recognized by the CPSA as CPD through MAINPRO or MOC.
- **Quality Improvement Costs (copies of receipts are required)**

Direct expenses incurred to complete a CPSA-approved PPIP activity, including:

  - Practice-driven quality improvement activity using objective data (e.g., fees paid to gain access to data required for PPIP activities, fees paid for data-mining and evaluation services using Physician practice data)
  - Personal development activity
- **Group activities (copies of receipts are required)**

Groups of Eligible Physicians can pool their annual CME Program allotment or a portion thereof to participate in eligible group activities.

  - Eligible group activities include those under "Registration fees", "Reference materials", "Preparation material", or "CPSA-approved PPIP activities" above.
  - Each Eligible Physician will be responsible for submitting their individual portion of the Eligible Expense for reimbursement.

### **Non-reimbursable expenses**

Items not listed are ineligible for reimbursement. Examples of ineligible items include:

- Computer hardware, electronic devices, including digital cameras, handheld computers (e.g., IPAD and iPhone), scanners, printers, laptops and labor/maintenance charges, accessories (e.g., cases) for electronic devices and internet.
- Labor/maintenance charges and accessories such as cases.
- CFPC and RCPSC membership dues up to the MAINPRO or MOC/CPD fee.
- Pre-registration of events prior to attending.

### **Contact us**

If you have questions, please contact Membership and Benefits Administrators:

- Deanna Longmuir at 780.482.0324 (toll-free 1.866.714.5724) or email [deanna.longmuir@albertadoctors.org](mailto:deanna.longmuir@albertadoctors.org)

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