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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).

If you have exceeded your current available allotment, would you like the remaining balance paid automatically when the new allotment becomes available? [] Yes [] No

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 \$0.58/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: \$

Computer hardware Reimbursement is limited. Copies of receipts 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., January 1, 2016 to March 31, 2019). The AMA may request additional information to verify a claim.

If you become ineligible for the CME program (e.g., you are no longer practicing), you may still submit claims against unused allotments, provided the expenses were incurred while you were eligible.

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 (CFPC) and Royal College of Physicians and Surgeons of Canada (RCPSC) 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 fee amount may be claimed.
- **Transportation costs** (copies of receipts are required)
 - Economy airfare, taxi, rental car and parking.
 - Automobile travel costs at \$0.58/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 Continuous Professional Development credits earned either through the CFPC MAINPRO program or the RCPSC MOC program.
- **Reference materials** (copies of receipts are required)
 - Literature, books, subscriptions (e.g., Up to Date), CD's.
- **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, 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

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

- Deanna Longmuir at 780.482.0324 (toll-free 1.866.714.5724, ext. 5324) or email deanna.longmuir@albertadoctors.org