

<b>Subject: MEDICAL STAFF – CONTINUING MEDICAL EDUCATION</b>	
<b>Effective Date:</b> 01/01/2023 <b>Supersedes:</b> 01/01/2022	<b>Category: Medical Education Committee -</b> CME: Honoraria
<b>Medical Executive Committee Approval</b> <b>Date:</b> 12/20/2022	<b>Responsibility for review and maintenance of this policy is assigned to:</b> The Medical Education Committee
<b>Policy Applies to:</b> CME: Honoraria	<b>Author and/or Designee:</b> Mina Kang, MD, Chief Medical Officer

**POLICY**

In keeping with the mission and values of Saint John's Health Center, it is the policy to outline a policy that complies with accreditation requirements to accept honoraria for educational activities.

**DEFINITIONS**

The Accreditation Council for Continuing Medical Education intends for the CME Provider to be the one to decide how much people are paid for their services as planners, faculty, and authors in CME activities.

**PROCEDURE/GENERAL INSTRUCTIONS**

1. All requests for honoraria must be approved by the Medical Education Committee.
2. Speakers that receive honoraria in the amount of \$600.00 or more are required to complete a W-9 tax form. At the end of the year a 1099 tax form will be generated for each speaker that received \$600.00.
3. Regular members of the medical staff of Saint John's Health Center are not eligible to receive honoraria from medical staff funds, unless specifically approved by the Medical Education Committee.
4. All expenses associated with an approved continuing medical education activity must be approved by the Medical Education Committee.

5. The honoraria will be made payable only to the presenter / speaker for expenses related to the presentation to include travel and hotel expenses related to said presentation, however, not to exceed a reasonable dollar amount, that amount to be determined periodically by the Medical Education Committee. Only the Provider (Saint John's Health Center) and / or its educational partner can make payments to people for their role (s) in the activity.
6. No other payment shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsors, or any others involved with the supported continuing medical education activity.
7. All correspondence and documentation relating to the honoraria will be kept in the electronic-file with the related continuing medical education activity.

#### **REFERENCE(S)/RELATED POLICIES**

ACCME / CMA Accreditation Requirements, Standards for Integrity and Independence in Accredited Continuing Education 01/2021

AMA Physician's Recognition Award and Credit System 2017 revision

#### **COLLABORATION**

This policy was developed in collaboration with the following involved Departments

Medical Education Committee