



South Miami CritiCare, Inc. Policy & Procedure Document

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Policy Title:	Provider Reimbursement Policy
Date Approved:	08/17/2018
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South Miami CritiCare, Inc. Provider Reimbursement Policy

Revision History	
v.00-01012017	Draft revision for review and edit
v.01-02112017	Released
v.02-03062017	Revised with inputs
v.03-04272017	Revised with inputs
v.04-04272017	Revised with inputs
v.05-7032018	Updated Reimbursement Form
v.06-08162018	Updated for Professional Associations and ABEM Exams

Approvals			
<i>Written By:</i>	David Tolliver Vice President	<i>Signature:</i> 	<i>Date:</i> 08/16/2018
<i>Approved By:</i>	Executive Approval	<i>Signature:</i> On File	<i>Date:</i> 07/03/2018



SCOPE:

As a successful emergency services physician practice, South Miami CritiCare, Inc. (SMCC) provides its full-time practitioners with many benefits which include reimbursement for the necessary expenses associated with maintaining your professional standing. SMCC has established this policy to outline these additional benefits and the procedures to be followed for reimbursement of covered items.

POLICY:

Providers shall follow these procedures to properly report and to be reimbursed for expenses as defined below after the expense and the services or training are delivered. Requests for reimbursement are to be made through a dedicated email account for monthly processing. Procedures are detailed below.

APPLICABILITY:

This Policy & Procedure applies to all full-time Provider Staff. Full-time is defined as consistently working 130 hours or more per month, without interruption.

PROCEDURES:

REIMBURSEMENT CATEGORIES:

- Florida Medical Licensing Fees
- DEA Licensing Fees
- Florida Birth-Related Neurological Injury Compensation Association (NICA) Fees
- ACLS/ATLS/PALS/BLS and required Certification Fees
- Annual Professional Association Membership Dues for **one** association – **ACEP and SEMPA have been chosen for CEDR Registry reporting requirements**
- Annual Subscription to **one** professional publication of your choice
- CME Reimbursement - Review with your site Medical Director prior to enrollment
- **Newly hired residents: written and oral board exam fees (first sitting only)**

REQUIREMENTS FOR REIMBURSEMENT:

- You must be a provider with full-time status.
- Submit your requests on a monthly basis - DO NOT stockpile receipts and expenses to make an annual report. If the expense extends across two consecutive months, submit your request in the month of completion after items, services or training are delivered.
- Prepare your request by collecting receipts that show your expense and submit in a timely manner.



- Provide a Reimbursement Request form if you are submitting multiple items that will summarize and total all expenses by the category definitions listed above. See Reimbursement Request form at the end of this document.
- **EXTRA HELPFUL:** Create .PDF files for receipt attachments using your Smart Phone and a FREE downloadable app such as "Tiny Scanner" found in both the iPhone and Android App Stores. Simply taking a picture with your smart phone and attaching it is problematic - file sizes are too big, images are seldom clear and hard to print and sometimes are chopped off missing information. Use the Tiny Scanner app or something similar.

SUBMISSION OF EXPENSE REPORT

Once you have organized your expense report and verified that it is complete and correct, submit your request via email to this address:

- **reimbursement@smcriticare.com**
- on the Subject Line, input your Work Center (SMH or WKBH) and your Name
 - i.e., "SMH - Edmond Smith" or "WKBH - Alicia Garcia"
- the Reimbursement Request form is available on our website at:
www.smcriticare.com/reimbursements

ADDITIONAL INFORMATION:

- Any penalties or fines for lapsed licensing or certification will not be reimbursed and will remain your responsibility
- CME allowance is for the training to maintain your professional standing with the following guidelines:
 - Allowances are set at \$1,500 for Physicians and \$1,000 for AHPs per year
 - CME is a Reimbursement and not a pre-payment request for future training. If special circumstances exist such as travel, discuss with your Medical Director **Prior To Registration** for authorization.
 - Travel and accommodation expense to attend training to achieve CME credits is reimbursable up to a 1/3 limit of your annual allotment. That is \$500 for Physicians and \$333 for AHPs.
 - Travel includes airfare, mileage at current IRS rates, lodging and local parking if necessary. The CME reimbursement does not include meals while in training. If you have special circumstances, discuss them with your site Medical Director for authorization.
 - Certificates achieved and receipts must be submitted with reimbursement requests. The Certificates will be added to your personnel file for a record of training.
 - For newly hired residents only, SMCC will reimburse for the ABEM written and ABEM oral exam (first sitting only)



Reimbursement Policy & Procedure

Business Travel will have separate guidelines. Should you be requested to represent the company and it requires business travel, please consult the Practice Management Office (PMO) for expense guidelines and reporting.

If you have any questions regarding this policy and procedure, please speak with your site Medical Director or contact the PMO at 786.662.5252. If you are unsure what your balance is for reimbursement of CME, you can also contact the PMO.

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