

Continuing Medical Education Program Administration Policy

The Continuing Medical Education Program is funded entirely by Alberta Health.

The program supports physician learning, improves patient outcomes, and quality improvement by funding continuous professional development (CPD) and physician practice improvement (PPI) activities. The long-term program supports activities that meet individual physician needs, satisfy regulatory requirements for physician professional development; and expand the scope of opportunities to improve patient outcomes and quality improvement.

Eligibility requirements

To be eligible for reimbursement of eligible CME expenses, a Physician must:

- Be a regulated member of the College of Physicians and Surgeons of Alberta, who holds a practice permit issued under the Alberta Care Health Professions Act (excluding physicians on the postgraduate register unless the postgraduate trainee is registered as a Physician extender).
- Be 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, within the fiscal year they are making the claim. 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.

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 2025 allotment is \$2,200.

Each physician has a pre-determined financial allotment for reimbursement of eligible expenses, but groups of physicians can pool resources for eligible group activities. Each physician will be responsible for submitting their individual portion of the expense for reimbursement.

Physicians who have received a payment through the CME Program are not entitled to receive a duplicate or comparable payment, or payment in kind, from the Government of Canada, another provincial government, or AHS during the Term corresponding to the same matter. Physicians who have received a payment from the Government of Canada, another provincial government, or AHS are not entitled to receive a duplicate or comparable payment from the CME Program corresponding to the same matter.

If you choose to submit a paper claim all required receipts must accompany reimbursement. Online submissions do not require receipts, but AMA may randomly select your claim for audit. Supporting documentation to substantiate your claim will be requested and reviewed prior to your claim being processed.

Payment is normally issued within one week of the AMA receiving your claim online. Paper claims will take longer to process during peak periods.

Physicians will be eligible to claim the full annual allotment if they are eligible for any part of the fiscal year. However, eligible expenses must be incurred in the year where the physician meets all the eligibility criteria. There will be no carry-over of expenses.

If the Physician is new to practicing in Alberta, expenses incurred before starting practice in Alberta would not be eligible. If the Physician stops practicing in Alberta, expenses incurred after they stop practicing in Alberta would not be eligible.

An eligible physician must notify the AMA as soon as possible if there are any changes in the physician's circumstances that may impact the physician's eligibility, as determined by AMA.

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 at www.albertadoctors.org/services/programs/cme. 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, 2024, to March 31, 2025).

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.

Reimbursable expenses

Registration fees

- 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.

Preparation Material

- Preparation material for a physician's presentation of a scientific paper.
- Preparation materials for a physician teaching or otherwise providing CME.
- Literature searches and fees for medical information services.

Transportation costs

- Economy airfare, taxi, rental car, and parking.
- Automobile travel costs \$0.505 as per Government of Alberta Rate, for out-of-town travel.

Maintenance

- 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

- Literature, books, subscriptions (e.g., Up to Date), CDs, podcasts, monographs, videos, e-learning modules that are recognized by the CPSA as CPD through MAINPRO or MOC.

Quality Improvement Costs

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

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.

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.

Claim history reports and statements can be located on your AMA Dashboard under Continuing Medical Education.

Contact us

If you have questions, please contact: Deanna Longmuir Membership and Benefits Administrator
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