

**CAROLINAS MEDICAL CENTER
DIVISION OF MEDICAL EDUCATION
SCHOLARLY EXPENSE ALLOWANCE POLICY**

Created: 01/99


Reviewed: 8/01, 2/03, 7/03, 10/04, 1/07, 8/07, 9/08, 12/12, 05/14, 7/15, 08/18

Revised: 07/2008, 11/12, 10/14, 08/18

1. Residents and Fellows are allowed \$1900 in annual scholarly activity funds. No annual allotment is to exceed the \$1900 limit for an individual resident/fellow. The annual allotment is based on academic year not calendar year. The annual total of \$1900 cannot be exceeded for the combination of all scholarly expenses. It is not required that each resident/fellow utilize the entire \$1900 annual allowance. Any unused funds cannot be carried over to the next academic year.
2. With Program Director approval, residents/fellows may use this allotment for:
 - a) Travel and registration expenses associated with approved medical/dental educational offerings.
 - b) Purchase medical/dental texts and periodicals
 - c) Medical/dental software applications
 - d) Medical/dental professional membership dues
 - e) Medical/dental journal subscriptions
 - f) Medical/dental equipment such as stethoscopes, ophthalmoscopes, loupes, not to exceed \$500
 - g) Medical/Dental certifying examination fees and medical/dental board certifications. Registration fees for board certifications or USMLE exams are limited to \$500. It is encouraged for residents/fellows to use these allotted funds to present scholarly research and academic podium and poster presentations. If approved by the Program Director, it is also allowable to use the funds to attend Board Review style courses and to pay for medical/dental certification examinations. For funds to be used for certifying examinations, it must be paid within the time frame of the resident's training at CMC.
 - h) To purchase an electronic hand-held device that is compatible with Atrium Health technologies (EMR), it is not to exceed \$500. A single device, including smart phones, may be purchased and reimbursed during the training program. The funds used to purchase electronic devices are taxable under federal guidelines. Specific exclusions to the policy include equipment purchases over \$500; any computer hardware and audio/video recording devices. e.g. digital cameras.
3. Residents are allowed five days for educational meetings on an academic year basis, pending Program Director approval.
4. Department Chair or his/her designee is responsible for ensuring compliance with the maximum reimbursement for each resident/fellow. A departmental tracking system is required to reconcile these expenses annually.
5. The Assistant Vice-President of Operations is responsible for periodically auditing the individual departmental tracking systems.
6. If the funds are used for travel to educational offerings, the Atrium Health Travel Policy ADM 280.05 must be followed to acquire approval and to reconcile each claim for expense reimbursement. The policy must be followed to obtain reimbursement.

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7. Use of allotment for scholarly expenses must be in accordance with Atrium Health, departmental, and internal policies.



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ACGME Designated Institutional Official
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8/17/18

Date



Christopher Bowe
Interim President, Carolinas Medical Center

8-22-18

Date