



DEPARTMENT OF
**Family Medicine and
Community Health**
UNIVERSITY OF WISCONSIN
SCHOOL OF MEDICINE AND PUBLIC HEALTH

Policy Name: Clinician Business Expenses	Effective: July 1, 2014
Updated by: Barb Stransky, CFO	Date updated: June 9 , 2014
Approved by: Leadership Council	Date approved: 7/3/14

Scope:

DFMCH Faculty, fellows, NPs and PAs with a DFMCH appointment of .50 FTE or more that is funded by the DFMCH are eligible for reimbursement for specified work-related business expenses.

Purpose:

- To provide funding for expenses incurred by faculty, fellows, nurse practitioners and physician assistants in order to meet job requirements. The expenses outlined in this policy are expenses that are part of the respective budget unit’s budget and are in addition to any Professional Development funds awarded (see separate policy on Professional Development).
- To outline the processes for getting reimbursement for business expenses.

Guidelines:

All reimbursement requests must comply with the “UW Department of Family Medicine and Community Health UWMF Reimbursement Policy.”

I. General Guidelines:

- a. Unless specifically outlined below or in sections III and IV of the Professional Development policy, reimbursement requests for conferences, dues, memberships, etc., will be charged to the clinician’s Professional Development Fund balance if they meet the requirements for reimbursement under the Professional Development Policy.
- b. DFMCH will not pay for expenses that have been incurred prior to the start of employment with DFMCH unless specifically pre-approved. Documentation and justification for the pre-approval must be submitted in order for payment to be made.
- c. DFMCH will not pay for expenses that will benefit an employee after they leave DFMCH employment unless the expense covers a time period in which the employee is an employee of DFMCH and cannot be broken down to cover only the time period in which they are an employee.

II. Certification Fees (For faculty, DFMCH will pay for ABFM and/or AOBFP):

- a. **American Board of Family Medicine (ABFM) re-certification for MDs and DOs:**

- Exam fees are paid from clinic or other budget unit budgets.
 - Maintenance of certification expenses including: Self-assessment module (SAM) fees and individual participation fees for Reach Out and Read, which are paid from clinic or other budget unit budgets. The Practice Site enrollment fee for Reach Out and Read will also be charged against the clinic budget.
 - Reimbursement requests should be submitted to DFMCH Accounts Payable, with a copy of the registration form and proof of payment, on the “DFMCH UWMF Request for Reimbursement” form.
- b. **American Osteopathic Association (AOA) certification fees for DOs:**
- Certification fees are paid from clinic budgets
 - Reimbursement requests should be submitted to DFMCH Accounts Payable, with a copy of the registration form and proof of payment, on the “DFMCH UWMF Request for Reimbursement” form.
- c. **NP/PA national re-certification:**
- Certification fees are paid from clinic budgets
 - Reimbursement requests should be submitted to DFMCH Accounts Payable, with a copy of the re-certification form and proof of payment, on the “DFMCH UWMF Request for Reimbursement” form.

III. **Drug Enforcement Agency (DEA) Registration**

- a. DFMCH faculty, fellows, NPs and PAs who are employed by UW are fee-exempt, but must register as such with the DEA. Fees paid by UW providers in error for DEA registration are not reimbursable. Clinicians should renew on-line before their expiration date (every three years), noting fee-exemption by checking the appropriate box and providing the following fee-exempt information:
- Exempt institution is “University of WI-Madison”
 - Certifying official is Sandra Kamnetz, MD
 - Certifying official title is the “Department Vice Chair”
 - Official’s phone is (608) 263-4550 (main DFMCH office number).
- b. NPs and PAs employed by UW Medical Foundation are not fee-exempt. These providers must pay the fee upon registration and may submit a reimbursement request along with a confirmation/receipt, to DFMCH Accounts Payable.

IV. **Hospital Membership Dues**

- a. Local hospital membership dues are paid from clinic budgets if the physician practices at that hospital for his/her DFMCH patients, and dues are approved by the Vice Chair of Clinical Operations or her/his designee. Membership dues not approved for payment from clinic budgets may be charged against that physician’s Professional Development account.
- b. Meriter Hospital medical staff should submit to DFMCH Accounts Payable a copy of the Statement of Dues and Acceptance of Appointment from the Hospital. DFMCH Accounts Payable will pay the dues directly to the hospital if approved as described in IV (a). Faculty should send to Meriter all of the paperwork in the envelope provided, including the original Statement of Dues and Acceptance of Appointment with a note stating that payment will be forthcoming from DFMCH.
- c. Other hospitals usually bill the clinic directly for hospital dues. Payments will be made if approved as described in IV (a).

V. **Medical Licenses:**

- a. Wisconsin medical license dues to the Wisconsin Department of Safety and Professional Services (formerly the Department of Regulation and Licensing) are paid from clinic budgets for faculty, fellows, NPs and PAs. All providers should renew on-line before the expiration date.
- b. Reimbursement requests should be submitted to DFMCH Accounts Payable, with proof of payment, on the “DFMCH UWMF Request for Reimbursement” form.

VI. **WI Department of Health and Family Services Physician Assessment Fee:**

- a. This assessment is paid automatically and charged to clinic budgets. In the event that you receive an invoice for this assessment, please forward it to DFMCH Accounts Payable.

VII. **Chair Discretionary Funds:**

- a. Certain positions within the DFMCH have the costs of certain meetings, membership dues or other expenses paid by DFMCH Chair Discretionary Funds as determined by the Chair of DFMCH.
- b. Expenses to be paid out of Chair Discretionary Funds that are position-specific should be pre-approved as such by the Chair, and noted as such on the reimbursement request.

VIII. **Business Expenses Not Reimbursable:**

- a. Examples of expenses that are not reimbursable include the following. Some of these may be deductible on your individual tax return:
 - DEA registration fees for UW faculty, NPs and PAs
 - Computers – see Professional Development Policy
 - Printers, LCDs, and other electronic equipment
 - Land telephones
 - Furniture, décor, or other items for office
 - Gifts
 - Mileage for hospital, call, or other clinical, research, or academic work
 - Expenses for work-related parties or meals
 - Movies in hotels while traveling
 - Self-help and motivational books and products