

The MetroHealth System  
CME Policy & Procedures

Subject                   **Honorarium Policy**

Date Effective           November 1, 2005

PURPOSE

- To establish guidelines for the distribution of honorariums and covered expenses for speakers at approved MetroHealth CME activities.

SCOPE

- Speakers at any approved Continuing Medical Education, which MetroHealth awards category 1 credit.

PROCEDURES

- There are two categories for speakers, MetroHealth Employee or Non-MetroHealth Employee. No honorary payment shall be given to the director of an activity, planning committee members, teachers or authors of the program, joint sponsors or any others involved with the supportive activity. If teachers or authors are listed on the agenda as facilitating or conducting a presentation or session, but participate in the remainder of an educational event as a learner, their expenses can be reimbursed and honoraria can be paid for their teacher or author role only.

A. METROHEALTH EMPLOYEE

- Includes any and all MetroHealth Employees
  - There are no honorariums for MetroHealth Employees who present/speak at an approved MetroHealth CME Activity (ies).

B. NON-METROHEALTH EMPLOYEE

- This includes any person who is not an employee of; not affiliated with; or is not a credential provider for The MetroHealth System.
  - Covered expenses for Non-MetroHealth Employee speakers are below – also original receipts must accompany check request(s)
    - Hotel/Motel Room Charges
    - Food
    - Mileage (The MetroHealth System Policy for mileage will be followed)
    - Taxi reimbursement
    - Coach Airfare
  - Honorarium – attach a copy of either thank you letter to speaker or copy of publicity which identifies person as the presenter
    - Are paid at the discretion of the Activity Director and/or Planning Committee
    - Monies must be available
    - Cannot exceed \$2,000.00

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Written:           September 2005

Reviewed:       October 2005

Revised:         July 18, 2006, September 19, 2006, January 2007, 2/2015, 12/2018