



**CARILION CLINIC'S  
CONTINUING MEDICAL EDUCATION PROGRAM  
POLICY AND PROCEDURE MANUAL**

<b>OFFICE OF CONTINUING MEDICAL EDUCATION</b>
<b>NUMBER: ESSENTIAL AREA 2</b>
<b>SUBJECT: JOINT PROVIDERSHIP FEE STRUCTURE</b>
<b>ORIGINATION DATE:</b>
<b>CURRENT REVISION DATE: JULY 14, 2014</b>
<b>PAGE: 14 OF 34</b>

### **Joint Providership Fee Structure**

Carilion Clinic's CME Programs' fee structure for Jointly Provided CME Category 1 activities has two components. The first is a fixed component. This portion is due upon confirmation that an activity has been approved for credit and will be invoiced with the formal written approval. The second component is a charge of \$10 per participant receiving credit. This amount is due with the final records of attendance and evaluation summaries after the activity has taken place. These fees are intended to cover Carilion Clinic's CME staff and/or Committee Members time and resources involved in assisting with the planning and documenting of activity details to ensure compliance. Late fee of an additional \$500 to all completed applications received less than 8 weeks prior to the activity.

Administrative fees are waived for Carilion Clinic's affiliates. However, the late fee of \$500 applies for major conferences and Regularly Scheduled Series (RSS's) and \$350 applies for one session to all completed applications received 7 weeks prior to the CME activity. No applications will be reviewed with lead time less than 7 weeks. Faculty speakers will not be charged the \$10 fee. Carilion Clinic CME Program provides the CME activity in conjunction with a non Carilion Clinic (association, institution, or other group outside of Carilion Clinic) wherein the outside entity is responsible for coordinating the activity details. Carilion Clinic's CME program ensures that the accreditation criteria are met for certification of CME credit for the activity. (In compliance with the Accreditation Council for Continuing Medical Education (ACCME) & Medical Society of Virginia (MSV), Carilion Clinic's CME Program may audit any activity it certifies for CME credit, regardless of the geographic location of the activity. Travel expenses for the audit will be covered by the joint provider coordinating the activity.) (see Appendix, pg. 9)

Fee structure for completed applications received in the CME office by or before **8 weeks prior to the activity** is as follows:

**Administrative Fee:**

a.	Full Day Activity / Multiple Sessions	\$1,500.00
b.	Half Day Activity / Multiple Sessions	\$ 750.00
c.	One Session	\$ 200.00
d.	Series (e.g. Grand Rounds) 6 Sessions	\$1,000.00
e.	Series (e.g. Grand Rounds) >6 Sessions	\$2,000.00

**Participant Fee:**

Each participant receiving Category 1 credit	\$ 10.00
--	----------

Fee structure for completed applications received in the CME office **7 weeks prior to the activity** is as follows:

**Administrative Fee:**

a.	Full Day Activity / Multiple Sessions	\$2,000.00
b.	Half Day Activity / Multiple Sessions	\$1,250.00
c.	One Session	\$ 350.00
d.	Series (e.g. Grand Rounds) 6 Sessions	\$1,500.00
e.	Series (e.g. Grand Rounds) >6 Sessions	\$2,500.00

**Participant Fee:**

Each participant receiving Category 1 credit	\$ 10.00
--	----------