



**CARILION CLINIC'S
CONTINUING MEDICAL EDUCATION (CME) PROGRAM
POLICY AND PROCEDURE (P&P) MANUAL**

SUBJECT: EDUCATIONAL PLANNING AND EVALUATION
POLICY: JOINT PROVIDERSHIP FEE STRUCTURE
CURRENT REVISION DATE: FEBRUARY 2025
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CORE ACCREDITATION CRITERIA

Educational Planning and Evaluation

Educational Needs	The provider incorporates into CME activities the educational needs (knowledge, competence, or performance) that underlie the professional practice gaps of their own learners. (formerly Criterion 2)
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II. Educational Planning and Evaluation

A. Educational Needs

5. Joint Providership Fee Structure

Carilion Clinic's CME Programs' fee structure (**Appendix A, pg. 57**) for Jointly Provided CME Category 1 activities has two components:

1. Component A:
 - a. Fixed administrative fee
 - b. Due upon confirmation that an activity has been approved for credit and will be invoiced with the formal written approval.
 - c. 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.

A late fee of an additional \$500 will be assessed for 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 will still apply for major conferences and RSS's and \$350 applies for single sessions for applications received 7 weeks prior to the CME activity. No applications will be reviewed with lead time less than 7 weeks

2. Component B:
 - a. Physician participant fee*, which varies based on the type of activity (Regularly Scheduled Series <RSS> or major conference <1-3 days>).
 - b. Due after the activity has taken place and the final records of attendance and evaluation summaries have been received. (NOTE: Faculty speakers will not be charged the Component B expense fee).

Carilion Clinic's CME Program provides the CME activity in conjunction with a non-Carilion Clinic (an 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) & Southern States CME Collaborative (SSCC), 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.)

Administrative fees for organizations outside of Carilion Clinic are as follows:

Application Review Fee (<i>non-refundable</i>) (<i>Must be received in CME Office prior to submission of completed application</i>)	\$ 250.00
Full-Day Activity / Multiple Sessions (up to 10 speakers/lecturers) Over 10 speakers – charge of \$25 per speaker/lecturer	\$1,750.00
Half-Day Activity / Multiple Sessions (up to 10 speakers/lecturers) Over 10 speakers – charge of \$25 per speaker/lecturer	\$1,000.00



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One-Hour Event	\$ 300.00
Series (e.g., Grand Rounds) 6 Sessions	\$1,250.00
Series (e.g., Grand Rounds) >6 Sessions	\$2,250.00

Physician Participant Fee*:

Each physician receiving Category 1 for a multi-hour Activity	\$ 25.00
Each physician receiving Category 1 credit for Regular Scheduled Series/One-Hour Event	\$ 10.00

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

Application Review Fee (non-refundable) <i>(Must be received in CME Office prior to submission of completed application)</i>	\$ 350.00
Full Day Activity / Multiple Sessions (up to 10 speakers/lecturers) Over 10 speakers – charge of \$25 per speaker/lecturer	\$2,000.00
Half Day Activity / Multiple Sessions (up to 10 speakers/lecturers) Over 10 speakers – charge of \$25 per speaker/lecturer	\$1,250.00
One-Hour Event	\$ 350.00
Series (e.g., Grand Rounds) 6 Sessions	\$1,500.00
Series (e.g., Grand Rounds) >6 Sessions	\$2,500.00

Physician Participant Fee*:

Each physician receiving Category 1 for a multi-hour Activity	\$ 25.00
Each physician receiving Category 1 credit for Regular Scheduled Series/One-Hour event	\$ 10.00

***Physician participants should be informed of the processing fee for physicians' credit. The description of the fee should be in the promotional material(s). (e.g., "Conference registration fee includes event syllabus, meals/breaks, and Educational Credit for which the event is approved")**