



OPERATING POLICY

DEPARTMENT: GRADUATE MEDICAL EDUCATION

CODE: GMEC-27

CATEGORY: GRADUATE MEDICAL EDUCATION

EFFECTIVE: 1/14/2013

SUBJECT: EDUCATIONAL FUND

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\$1,000 per Resident per academic year is allowed for full-time Resident Physicians enrolled in graduate medical education programs at Loma Linda University Health Education Consortium (Consortium). This amount is prorated for Residents who started off cycle. Residents who are delayed in finishing due to time off, repeating rotations, etc. are not entitled to any additional educational monies for the period they are extended.

- NO FUNDS ARE AVAILABLE for other purposes until proof of passing USMLE Step 3 and submission of license application to the Graduate Medical Education Office (“GMEO”) OR confirmation of CA Medical License, and copy of DEA certificate* is on file with GMEO, whichever is applicable
- The major emphasis of this benefit is to ensure Residents complete and pass USMLE Step 3, obtain California medical licensure and a DEA certificate as early as possible, and renewal of medical license and DEA certificate during residency.
- For residents in categorical programs only, the \$1,000 per year stipend for PGY-1 will roll over to the next academic year if any portion is unused. For residents in non-categorical programs, any funds not used during the academic year are void and cannot be rolled over into another year. After year 2 of training is completed, the annual \$1,000 stipend will be revert to a per-academic year basis and cannot be rolled over to the next academic year; any unused portion will be void.
- Funds can be used only for costs incurred while enrolled in training at the Consortium.
- Items must be purchased and used within the current academic year; there is no provision for purchase/reimbursement of anything outside the dates of any given academic year, with the exception of registration for the USMLE Step 3 exam prior to the start of residency training for residents in categorical programs.
- Residents, who start off-cycle and those who work a reduced schedule on a permanent basis, will have their annual education fund allowance pro-rated.

PGY-1 RESIDENTS:

- Funds are reserved for reimbursement of USMLE Step 3 and initial California Medical License during the academic year.
- Residents must submit proof of successfully passing USMLE Step 3 to GMEO by the end of the eighth (8th) month of training for reimbursement.
- An original receipt showing payment (or the equivalent as determined by GMEO) for USMLE Step 3 fees.

- If USMLE Step 3 is not taken or is not passed by the deadline, no funds will be available.
- If the Resident has already passed USMLE Step 3 prior to starting residency, and has paid California license fees, the entire \$1,000 is available for use for other appropriate expenses.

PGY-1/2 RESIDENTS:

- Funds are reserved for fees pertaining to California medical license and DEA certificate.*
- Submit medical license application to GMEO by the following **deadlines**:
 - PGY-1:** end of eight (8th) month of training
 - PGY-2:** end of third (3rd) month at LLUMC
 - International Medical Graduates** must submit an updated application to GMEO by the end of third (3rd) month of the PGY-2 year for remaining fees to be paid.
- Fees will be paid directly to the Medical Board of California OR Osteopathic Medical Board.
- Funds are void after the Consortium's deadlines if application is NOT submitted.
- Copy of the initial license wallet card must be provided to GMEO promptly.
- DEA Certificate* must be applied for as soon as the California Medical License is received.
- If the Resident already possesses a California Medical License, and DEA certificate*, the entire \$1,000 is available for use for other appropriate expenses.

PGY-3 THROUGH PGY-8 RESIDENTS:

- Funds are available for medical license renewal, DEA certificate* renewal, books, journals, electronic subscriptions, meetings or conferences, For License Renewal: M.D. should apply for renewal online, submit original receipts (or the equivalent as determined by GMEO) to GMEO for reimbursement. D.O may submit completed renewal form to GMEO one month prior to license expiration date. GMEO will pay fees direct to Osteopathic Medical Board.
 - If the renewal form is not submitted to GMEO one month prior to license expiration date, resident must renew on-line.
 - Submit an original receipt (or the equivalent as determined by GMEO) to GMEO. As soon as GMEO can confirm license is actually renewed, GMEO will request reimbursement.
 - Per Policy GMCEC-18 "California Medical License Requirements" a copy of a current California Medical License must be on file in GMEO at all times. If the license expires, Resident will be terminated from the training program and no reimbursement is available for any purposes.

REIMBURSEMENT OF EDUCATIONAL EXPENSES:

- A completed "Resident Reimbursement Form" with the Program Director's signature is required, and the original receipt (or the equivalent as determined by GMEO) must be submitted to GMEO for reimbursement.
- Reimbursement takes approximately two weeks; the check will be mailed to Resident's home address.
- Reimbursement for DEA fees does not require Program Director signature. Submit original receipt (or the equivalent as determined by GMEO) to GMEO.

- The following items are eligible for reimbursement with Program Director approval/signature:
 - Books, Journals, Electronic Subscriptions
 - Scientific/Medical Meeting, Course
 - Travel/lodging for meetings or courses - Consortium Travel Application is REQUIRED prior to travel. Forms are available at GMEO.
- Other items may be considered with Program Director written justification.
- DEA Licensure is required for all residents unless the Program Director has exempted residents in that specific discipline from having a DEA license.
- Questions should be referred to the Graduate Medical Education Office, extension 66131.

APPROVED: Daniel Giang; Marilyn Houghton