POLICY: AFFILIATED HOSPITAL BILLING FOR TRAINEE TIME
Policy Number: 16.1
Chapter: GME Office Responsibilities

Purpose:
To outline the process of obtaining funds from affiliated hospitals for GME training costs.

Policy:
All bills to affiliated hospitals for GME training costs, will be initiated and collected by the Office of Graduate Medical Education. This will ensure that the hospitals pay a uniform rate based on trainee PGY level, and that they are also contributing their fair share toward the cost of benefits for trainees. No rotation changes for billable time may be made without consulting the GME office and obtaining GMEC approval, as such changes may have fiscal implications for the training program.

Procedure:
The Office of Graduate Medical Education will collaborate yearly with training programs to develop an estimation of affiliate funding that can be expected for the following academic year. This budgeting plan will be based on full-time-equivalency (FTEs) and pay level.
Trainees will be paid through a University Hospital account under the control of the Director of Graduate Medical Education at levels consistent with this budget plan.
Programs will be responsible to accurately report actual trainee time spent at affiliated hospitals via training schedules input using the institution’s Residency Management System.
GME will produce and distribute monthly invoices to affiliated...
hospitals and all funds collected will be retained by GME/University Hospital as reimbursement for those trainees paid on hospital accounts.