POLICY: AFFILIATED HOSPITAL BILLIING FOR TRAINEE TIME
Policy Number: 16.1
Chapter: Affiliated Hospitals

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

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

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.

This is intended to give GME, and the GME Committee, clear information on the sources of funding for all trainees.