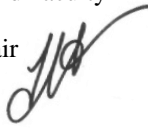




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MEMORANDUM

To: Diagnostic Radiology Residents, Fellows, and Faculty
From: Todd Hazelton, MD, MS, Professor and Chair 
Date: 06/22/2016
Re: Department of Radiology Reimbursement Policy for Residents, Fellows, and Faculty

Diagnostic Radiology Residents

Resident eligibility for educational funds is contingent upon the following:

- 1) Greater than 90% attendance (including excused absences) at required educational conferences, lectures, and special programs (e.g. grand rounds)
- 2) All sick leave taken immediately before or after a three-day weekend or immediately before or after a period of annual leave, must be documented by a note from an attending physician responsible for the resident's care

Reimbursements:

- **For USF PGY-1 diagnostic radiology residents, the department will reimburse the expense for the textbook "Fundamentals of Diagnostic Radiology" by William E. Brant and Clyde Helms.
- **PGY-2 through PGY-5 residents are eligible to receive a reimbursement of up to \$500 for education-related materials/resources and expenses. The educational materials fund dates are from **July 1, 2016 to May 31, 2017**. As of June 1, 2017, your available educational materials fund *will automatically be decreased to \$250.00* (for the days remaining June 1 - 30, 2017).
- **\$999.00 reimbursement toward your ABR fee.
- **Up to \$999.00 reimbursement toward your Florida Medical License (*only if application submitted before the end of your PGY-2 year*).
- **Up to \$999.00 reimbursement toward your USMLE Step III (*only if taken by the end of your PGY-2 year*).
- Those registered to attend the AIRP course in Washington, D.C. are eligible to receive up to \$2,500 as a housing stipend.
- The department will reimburse reasonable expenses that have a valid business purpose related to your attendance at a local, regional, or national scientific meeting if you are the first author on an accepted abstract **and** if a Department of Radiology faculty member is also listed as a co-author (*preferably as the last author*). To be eligible for reimbursement of meeting-related expenses, the presented work **must be preapproved** by the sponsoring faculty member and **must be submitted** as a manuscript to a scientific journal within 30 days of abstract presentation.
- The department will reimburse reasonable expenses that have a valid business purpose related to resident participation in regional and national radiology committees (*e.g. FRS or ACR*).
- The department will cover expenses for the currently serving chief residents to attend the annual AUR meeting.
- **The department will cover expenses related to resident attendance at one physics review course and one diagnostic radiology review course for board preparation during residency training.
- The Chair reserves the right to approve reimbursements for meeting attendance deemed to be a benefit to the department.

MORSANI COLLEGE OF MEDICINE, DEPARTMENT OF RADIOLOGY

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Radiology Subspecialty Fellows:

- **All subspecialty fellows in the Department of Radiology are eligible to receive a reimbursement of up to \$500 for education-related materials/resources. The educational materials fund dates are from **July 1, 2016 to May 31, 2017**. As of June 1, 2017, your available educational materials fund *will automatically be decreased to \$250.00* (for the days remaining June 1 - 30, 2017).
- The department will reimburse reasonable expenses that have a valid business purpose related to your attendance at a local, regional, or national scientific meeting if you are the first author on an accepted abstract **and** if a Department of Radiology faculty member is also listed as a co-author (*preferably as the last author*).
- The department will reimburse reasonable expenses that have a valid business purpose related to fellow participation in regional and national radiology committees (*e.g. FRS or ACR*).
- The Chair reserves the right to approve reimbursements for meeting attendance deemed to be a benefit to the department.

Radiology Faculty:

- The department will reimburse reasonable expenses that have a valid business for all USF radiology faculty and Radiology Associates of Florida affiliate and core faculty who are invited lecturers or have an abstract accepted (either as a primary author or as faculty sponsor) for presentation at regional and national radiology organization or subspecialty society meetings. Expenses related to attendance at international or other meetings will be considered based on the merit of the scholarly activity and the individual meeting to be attended.
- The department will reimburse reasonable expenses that have a valid business purpose related to faculty participation in regional and national radiology committees (*e.g. FRS or ACR*).
- The Chair reserves the right to approve reimbursements for meeting attendance deemed to be a benefit to the department.

IMPORTANT REMINDERS:

- All travel must be pre-approved by the department **30 days** prior to departure (*international travel and travel outside of the contiguous 48 states requires pre-approval **45 days** prior to departure*)
- All abstracts accepted for conference presentation at a scientific meeting must be submitted for publication in a scientific journal within **30 days** of presentation, and proof of publication submission must accompany your travel reimbursement request (*excluding FRS or other meetings preapproved by the Chair*).
- All reimbursements require original receipts **and** proof of payment such as a copy of the credit card or bank statement reflecting the charge(s) (must show your name, financial institution, last 4 of account #)
- All reimbursement requests must be submitted to the accounting department within **60 days** of the date the expense was incurred or your reimbursement request will be denied
- Certain reimbursements are considered taxable benefits by the USF Controller's Office. These reimbursements will be processed through Payroll and taxed at the standard rate.

Prior to your attendance at any meeting, residents, fellows, and faculty should contact our departmental fiscal and business manager, Kyle Tatoris, by phone at 250-2113 or via email at ktatoris@health.usf.edu to obtain appropriate forms for approval to ensure reimbursement.

**Indicates reimbursement will be processed through USF Payroll and taxed at employee's personal tax rate.