License and USMLE Reimbursement Program (2015 – 2016)

Eligibility
The requirements in both sections below must be met in order to be eligible for reimbursement.

Resident and Clinical Fellow Eligibility
To be eligible for reimbursement, a resident or clinical fellow must meet both of the following requirements:
• The trainee must be appointed through the Office of Graduate Medical Education in an ACGME-accredited training program for the 2015 academic year.
• The ACGME resident or fellow must have an active appointment on the date payment was made to the Medical Board of California or Federation of State Medical Boards.

Reimbursable Expenses Eligibility
• Licenses
   ▪ In order to be eligible for partial reimbursement for new licenses (application and processing fees) the issue date of the license must be within the 2015 – 2016 academic year (July 1, 2015 – June 30, 2016).
   ▪ In order to be eligible for partial reimbursement for license renewals the license expiration date must be within the 2015 – 2016 academic year (July 1, 2015 – June 30, 2016).
   ▪ Only those fees paid directly to the Medical Board of California for licensure are reimbursable. Other expenses incurred such as those for notary, Live Scan fingerprinting, photography services, and transcript requests, are not eligible for reimbursement.
• USMLE Step III
   ▪ In order to be eligible for partial reimbursement for USMLE Step III exam fees, the examination date must occur within the 2015 – 2016 academic year (July 1, 2015 – June 30, 2016).
   ▪ Only those fees paid directly to the Federation of State Medical Boards for Step III are reimbursable.

Total Reimbursement Amount
UCSF Medical Center, VAMC, SFGH, and affiliate hospitals (CHO, CPMC, Kaiser, Shriners, Kaiser Hawaii, St. Mary’s and Saint Francis) have agreed to reimburse their share for the trainees rotating at and paid by their sites.

New License - $890.88
License Renewal - $747.00
USMLE Step III - $782.51

Reimbursement Process
1. Residents and clinical fellows submit proof of payment to their Program Coordinator. Proof of payment must include name, date, and amount paid. Acceptable forms include:
   • Licenses
     - Copy of DCA Breeze receipt from Medical Board website OR
     - Copy of credit card or bank statement AND
     - Copy DCA Breeze License Detail page showing license issue/expiration dates (for renewals, both expired and new license)
OR
- Copy of L1A from licensing application AND
- Copy of cancelled check or bank statement AND
- Copy of DCA Breeze License Detail page showing license issue/expiration dates (for renewals, both expired and new license)

• USMLE Step III
  - Copy of examination registration confirmation email from Federation of State Medical Boards AND
  - Copy of credit card statement, bank statement, or cancelled check

2. Program Coordinator submits trainee’s reimbursement via My Expense. Chartstring should include fund 5014 & function 41-clinical education or 40-research education.

3. GME transfers funds to departments:
   a) Program Coordinator submits a completed quarterly GME Funds Transfer Request Form that lists all trainees reimbursed for the current academic year.
   b) Include approved My Expense report with proof of payment (see above Reimbursement Process for acceptable payment documentation).
   c) Include DCA Breeze page showing issue/expiration dates. For USMLE Step III, include copy of exam registration confirmation email.
   d) Scan all documents as one file and send to Deanna.woo@ucsf.edu prior to:
      • September 18, 2015
      • December 18, 2015
      • March 18, 2016
      • June 17, 2016
   e) Transfers to departments will occur the month following each deadline. The transfer will post to account 54304 with the chartstring provided by the department.

   Please note: Due to fiscal year end closing deadlines, requests for reimbursement for fiscal year 2015-2016 will not be accepted after June 17, 2016.

If you have any questions or need additional information, please contact Deanna Woo, GME Finance Manager at 476-4165 or by email at deanna.woo@ucsf.edu.