



Policy /Procedure Document	
Manual:	N/A
Origination Date:	10/01/2001
Last Review Date:	11/04/2019
Next Review Due:	02/28/2023
Policy Owner:	Medical Staff
Required Approvals:	
Committee:	Medical Executive Committee
Leadership/Board:	Board of Trustees

TITLE:	MEDICAL STAFF EXECUTIVE FUND
SCOPE:	This policy is intended to describe the income, disbursements and accounting for Medical Staff funds.
PURPOSE:	To define the source of income for the Medical Staff through the payment of Medical Staff dues by Medical Staff Members and Privilege Holders, and to codify the process for the disbursement of Medical Staff funds.
PHILOSOPHY:	N/A
DEFINITIONS:	N/A
PROCEDURE:	

Source of Income:

The source of income for the Medical Staff is through payment of Medical Staff dues by Medical Staff Members and Privilege Holders. Medical Staff dues are determined by the Medical Executive Committee and are payable at the time of reappointment.

Medical Staff Members and Privilege Holders who reach the age of 65 by the date of reappointment are exempt from paying Medical Staff dues. Except for Family Medicine Residency Faculty and BMG physicians, those who staff in-patient medicine for at least a two-week time period during the two-year reappointment cycle will also be exempt from dues for that reappointment cycle.

The MEC has established dues as follows:

Active Staff: \$135/year (\$270 at reappointment)

Associate Staff: \$135/year (\$270 at reappointment)

Active/Associate Staff with No Privileges (Refer and Follow): \$50/year (\$100 at reappointment)

Non-Member Privilege Holder: \$85/year (\$170 at reappointment)

Disbursements:

Any individual expenditure over the amount of \$300.00 must have the approval of the Medical Executive Committee, with the exception of stipends, the amount of which has been previously approved by the Medical Executive Committee. Other expenditures including, but not limited to, hand held devices for incoming residents, gifts for outgoing Department Chiefs and the outgoing Medical Staff President, prizes for the drawing at the Annual Medical Staff Meeting, memorial contributions for deceased Medical Staff Members, and tax preparation expenses have been approved by the MEC as recurring disbursements do not require specific MEC approval.

Traditionally, the MEC has voted to utilize Medical Staff Executive Funds to provide support for the Nursing Fund at the Hospital and to provide an annual donation to the ISMA Physician Assistance Program. Christmas/appreciation gifts for Medical Staff office employees have traditionally been approved by the Medical Staff Officers.

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Requests for contributions from the Medical Staff Executive Fund should be in writing and directed to the Medical Staff Office. Such requests will be screened by the three Medical Staff Officers and only after majority approval will they be forwarded to the MEC for its consideration. Each such request should be accompanied by information including specifically what the funds will be used for and how the proposed contribution would be expected to benefit the Memorial Medical Staff. Requests for support of CME projects must include a budget and specific information concerning how the funds will be utilized as well as the target audience. In that the source of these Medical Staff Executive Funds is the Memorial Hospital Medical Staff, expenditures which benefit the Medical Staff at large, or a substantial proportion of the Medical Staff will be given primary consideration.

Stipends:

The following stipends have been approved by the MEC and will be paid on a quarterly basis in January, April, July, and October of each year. With the exception of Medical Staff Officers, Practitioners who are paid Medical Directors will not receive stipends.

- President of the Medical Staff: \$3,750 (\$15,000 annually)
- Vice President of the Medical Staff: \$2,500 (\$10,000 annually)
- Secretary-Treasurer of the Medical Staff: \$1,250 (\$5,000 annually)
- Bylaws Committee Chair: \$600 annually
- Department Chiefs: \$150 per meeting based on attendance at the MEC meeting
- Department Vice-Chief or other Practitioners as indicated: \$100 per each new Practitioner for initial Privileging associated FPPE
- Department Vice-Chief or other Practitioners as indicated: \$100 per hour for retrospective chart review for Peer Review purposes (FPPE)
- Committee Chairs: \$150 per meeting based on attendance at respective meeting.
- Members of the Credentials Committee, Peer Review Committee, and Physician Assistance Committee: \$150 per meeting based on attendance at the respective meeting
 - The Committee Chair will receive \$100 per hour for meeting preparation that occurs outside of the Committee meeting

Accounting of Funds:

The Secretary-Treasurer will provide a financial report monthly to the MEC and also at the Annual Medical Staff Meeting.

Taxation of Stipends:

As required by IRS regulations, by January 31st of the year subsequent to the date of payment, a 1099-MISC form will be issued to those who receive a total payment of \$600 or more during any calendar year.

Document Revision History:			
Reviewed Date:	Revision Date	Reviewed/Revised By	Summary of Changes:
10/01/2001			Original Document
07/2015		Michael Blakesley, MD	Added Peer Review & Physician Assistance Committee
04/2018	2/27/2019	Michael Blakesley, MD	Added payment amounts, accounting of funds and taxation information, including miscellaneous edits
	11/2019	MEC Officers	Added payment to specified Committee Chairs for meeting preparation that occurs outside of the meeting