

## License Renewal Reimbursements

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### **POLICY NUMBER 300.012**

#### **PURPOSE**

This policy establishes the process for timely reimbursement of License Renewal fees to the Children's University Medical Group (CUMG) Professional Members.

#### **DEFINITIONS**

1. CUMG Professional Member: A physician or Other Qualified Healthcare Professional (QHP) who has a practice agreement with CUMG, that establishes him/her as a member, associate, limited associate or volunteer of CUMG.
2. Other Qualified Healthcare Professional (QHP): An individual, who is not a physician, who is qualified by education, training, licensure/regulation (when applicable) and who performs a professional service within his/her scope of practice and independently reports that professional service.

#### **POLICY**

CUMG reimburses for medical and Drug Enforcement Administration (DEA) License renewals for Professional Members, Associates, and some Limited Associates with UW School of Medicine Department Administrator approval. It is the professional responsibility of each CUMG provider to keep his or her medical license current. CUMG is responsible only for reimbursement of fees paid in accordance with Departmental policies.

Reimbursements are issued with the regular monthly payroll, payable on the last business day of the month. The deadline for the request form and supporting documents is the 18th of the month. Otherwise, the reimbursement will be issued with the payroll in the following month.

#### **PROCEDURE**

- I. HOW TO REQUEST REIMBURSEMENT
  - A. Renew your license by paying out-of-pocket expense yourself, and retain proof of payment.
  - B. AFTER receiving your renewed license, complete the License Reimbursement Request Form (see Attachment A).
  - C. Forward the completed License Reimbursement Request Form AND proof of payment (i.e., cancelled check, online receipt, bank/credit card statement, etc.) to CUMG Payroll via one of the following methods:
    1. Email: [cumgpaysroll@seattlechildrens.org](mailto:cumgpaysroll@seattlechildrens.org)

2. Seattle Children's Hospital Inter-Office mail: M/S CSB-100
  3. UW Inter-Office Mail: Box 359300
  4. Fax: (206) 987-8484
- D. Reimbursement policies vary between academic departments. Questions about whether renewals are covered should be directed to your UW School of Medicine Department Administrator.

## II. REIMBURSEMENT PROCESS

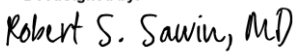
- A. If you receive monthly CUMG pay, reimbursement will be added to your net pay (non-taxable). The reimbursement will be deposited to your direct deposit on file, otherwise you will receive a live check.. You can verify reimbursement on your pay stub under the section labeled Deductions>Adjustments which will appear as a positive amount.
- B. For those who are not paid monthly by CUMG, a live check will be issued as part of monthly payroll processing, payable on the last business day of the month. Live checks will be mailed to the address on file.
- C. Questions regarding payment reimbursement should be directed to [cumgpayroll@seattlechildrens.org](mailto:cumgpayroll@seattlechildrens.org)

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**Additional Key Words:** License Renewal; DEA License; Reimbursement; License