

**BWH Department of Radiology
Resident Fringe Account
Policy and Procedures
Residents Beginning Training in Academic Year 2019-2020 and Beyond**

All Diagnostic Radiology (DR) and Interventional/Diagnostic Radiology (IR/DR) residents training in the BWH Department of Radiology are entitled to a “fringe account” which includes a discretionary portion and reimbursement for various expenses that occur throughout the residency period as outlined in the following policy and procedures document.

1. All DR and IR/DR residents will have \$700 per year for discretionary fringe expenses
 - a. The \$700 will be paid as additional salary at the start of each academic year
2. Other items provided to residents by the Radiology department through Radiology finance, in addition to discretionary fringe funds described in number 1 above as follows:
 - a. Purchase of a Laptop in Year 1 – Each first-year Radiology resident (PGY2) will be paid \$1,500 as additional salary at the start of the academic year to purchase a computer laptop.
 - b. ABR Dues – The department will reimburse each resident for their ABR Dues each year (\$640/year)
 - i. Reimbursements will be done through the PeopleSoft Travel and Expense module
 - ii. Please use the fringe fund 2470-BPR405 for reimbursement
 - iii. IR/DR Residents will be reimbursed according to the specific ABR fee schedule for IR/DR Residents. This includes \$640 during the R1 year, \$0/year during the R2 and R5 years, and \$1280/year during the R3 and R4 years.
 - c. Massachusetts Full Medical License and Renewal – Radiology residents in their second year of residency and beyond, are encouraged to apply for a full Massachusetts Medical license thereby becoming eligible to perform moonlighting coverage if needed. The cost of the full license will be reimbursed in the second year of residency, and the renewal of the full license will be reimbursed in the fourth year of residency
 - i. Reimbursements will be done through the PeopleSoft Travel and Expense module
 - ii. Please use the fringe fund 2470-BPR405 for reimbursement
 - d. AIRP Expenses – In the third year of Residency AIRP expenses will be reimbursed upon satisfactory completion of the course and receipt of a completion certificate, subject to the following
 - i. Residents can submit for expenses up to \$2500, in the following categories: travel to AIRP at the start of the program and return home at

the end of the program; lodging and meals while at AIRP; local travel (subject to limitations below) while at AIRP.

- ii. Residents will enter their own expense information into the Peoplesoft Travel and Expense module, and will scan their receipts and upload these to Peoplesoft. Please use the fringe fund 2470-BPR405 for reimbursement.

Partners Employee Business Expense Policy must be followed:

<http://supplychain.partners.org/resources/employee-business-expensepolicy-and-forms.aspx>

- a. Airfare: Coach only
- b. Lodging: Daily standard rate for a single room is not to exceed \$300/night for room rate only and will not include taxes. In Boston, New York, Washington DC, Chicago, Los Angeles and San Francisco the daily standard rate for a single room is not to exceed \$400/night for room rate only and will not include taxes.
- iii. To minimize workload for our accounting staff, residents should keep the number of itemized expenses to the smallest number that reaches the \$2500 limit. Expenses for taxi/Uber travel during the time at AIRP should only be submitted if the total of all other expenses are less than \$2500; if taxi/Uber expenses are submitted, they must clearly indicate why that travel was required as part of the AIRP course.
- iv. Any unspent funds cannot be repurposed for another usage
- e. Core Exam Travel and Fees – Radiology residents in their third year will be reimbursed up to \$2,000 for the Core Exam registration fee and any travel and lodging expenses incurred when traveling to take the exam. Any funds not used for the Core Exam fee and travel expenses cannot be repurposed for another usage
 - i. Reimbursements will be done through the PeopleSoft Travel and Expense module
 - ii. Reimbursement will be in accordance with the Partners Employee Business Expense Policy and not to exceed \$2,000

Please use the fringe fund 2470-BPR405 for reimbursement

- f. Senior Meeting – Radiology residents in their fourth year of training will be reimbursed up to \$1,500 for travel and accommodation expenses to attend an approved Radiology related conference or meeting such as RSNA, ARRS, AUR, SIR, or a National Society meeting in the subspecialty in which the resident plans to train as a fellow, in the continental US or Canada, for a maximum of 5 days
 - i. The resident's time away must not exceed program and/or ABR guidelines (*e.g. 1 week per year and 2 weeks per residency is the maximum absence from any rotation except breast imaging/mammography and nuclear medicine when all required days must be made up*).

- ii. Reimbursement will be in accordance with the Partners Employee Business Expense Policy and not to exceed \$1,500. Any unspent funds cannot be repurposed for another usage
- iii. Meetings out of the continental US or Canada or other meetings are approved on a case-by-case basis by the Program Director in conjunction with the residency program leadership iv. Please use the fringe fund 2470-BPR405 for reimbursement

Helpful Links and Contacts

- Link to Ergonomics. For items that Radiology Finance will purchase through Ergonomics: <http://web11.ergogroup.com/partners/index.cfm>
- Advanced Authorization for Computers, Cell Phones and Handheld Devices (PDF) – http://supplychain.partners.org/attachments/Appendix_A-4.pdf
- Radiology Finance: Lesa Royal (lroyal@bwh.harvard.edu) or telephone (671-525-7281) for reimbursement related questions