October 12, 2018

To: Represented House Officers

From: Sherry C. Huang, MD
       Associate Dean for GME and DIO
       Cindy Slaughter
       Director, Office of Graduate Medical Education

Re: 2018-19 Reimbursement of Professional Fees

UC San Diego Health (UCSDH) and the San Diego House Staff Association (SDHSA) initially entered into a Memorandum of Understanding (MOU) regarding working conditions for Represented House Officers (House Officers in first board programs, with title codes 2709 and 2723) effective July 1, 2003. A successor MOU effective July 1, 2018 – June 30, 2021 is currently in place. As of July 1, 2018, Represented House Officers also include second board programs (fellowships) with title codes 2726 and 2732.

Reimbursement of Medical License Fees as of July 1, 2018

A. Fees for Initial Licensure

<table>
<thead>
<tr>
<th>M.D. Current Fees</th>
<th>D.O Current Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>Application Fee</td>
</tr>
<tr>
<td>$491.00</td>
<td>$249.00</td>
</tr>
<tr>
<td>FSMB Transmittal Fee</td>
<td>NBOME Transmittal Fee</td>
</tr>
<tr>
<td>$70.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>USMLE Step III Fee</td>
<td>Comlex 3 Fee</td>
</tr>
<tr>
<td>$850.00</td>
<td>$875.00</td>
</tr>
<tr>
<td>Initial License Reduced Fee</td>
<td>Base Reimbursement</td>
</tr>
<tr>
<td>$416.50</td>
<td>$1,184.00</td>
</tr>
<tr>
<td><strong>Total:</strong> 1,827.50</td>
<td><strong>Plus License Fee</strong></td>
</tr>
</tbody>
</table>

B. Fees for License Renewal

<table>
<thead>
<tr>
<th>M.D. Renewal fees</th>
<th>D.O. Renewal fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>$820.00</td>
<td>$437.00</td>
</tr>
</tbody>
</table>

C. Eligibility: UCSDH will reimburse initial licensing and license renewal fees to qualifying Represented House Officers, provided they meet the eligibility requirements associated with the reimbursement being requested as described below.

i. Initial Licensure

- House Officer must be actively training in a UCSDH training program at the time of licensure
- House Officer must be licensed no later than March 31st of their PGY2 year (or PGY3 if an IMG)
- All required documentation must be received by the Office of Graduate Medical Education (OGME), no later than April 15th of the House Officer’s PGY2 (or PGY3 year if an IMG).
- Fees for services necessary to license are not reimbursable prior to licensure; reimbursement is predicated upon licensure
ii. License Renewal

- House Officer’s license expiration date is during their training appointment
- License must be renewed prior to expiration
  - House Officer is solely responsible for license renewal
  - Reimbursement is forfeit if license is allowed to expire
  - OGME is not responsible for reminding trainees to renew their license

D. Requirements: Please review the requirements outlined below thoroughly to avoid delays in processing reimbursement requests. Once the reimbursement process is initiated, payment is generally made within a couple of weeks, however, Disbursements has up to 60 days to deposit/pay funds.

i. Documentation

- Completed Application for Reimbursement Form
- Proof of Licensure/Renewal:
  - PDF of the MBC/OMBC website showing expiration date
  - MBC/OMBC: https://search.dca.ca.gov/
  - Initial Licensure: Board issued Certificate does not bear an expiration date so cannot be used as proof of licensure
- Forms may be submitted as follows:
  - As attachments, emailed to rmeehan@ucsd.edu (preferred)
  - Sent via interoffice mail to MC 8829, attn.: Robyn Meehan
  - Mailed to 200 W. Arbor Dr, MC 8829 | San Diego, 92103-8829 | Attn: Robyn Meehan
  - Walked into the OGME – as we are changing locations, please call (619) 543-7274 for address

ii. Submission Due Date

- **Initial Licensure:** documentation must be received by OGME no later than April 30 of their PGY2 (PGY3 for IMG)
- **License Renewal:** licenses expire on the last day of your birth month. Documentation must be received by OGME no later than the last day of the month following your birth month. (e.g.: license expires in October > documentation is due by November 30)
  - **Exception:** any eligible House Officer that renewed his/her license between July 1, 2018 and October 31, 2018 will have until November 30, 2018 to submit proof to OGME

iii. DEA/CURES

- UCSDH requires all licensed, prescribing physicians to have a DEA Certificate
- Send DEA tracking information to rmeehan@ucsd.edu
  - Upon successful submission of a DEA application, tracking information is automatically generated.