

<b>This policy applies to:</b> <input checked="" type="checkbox"/> <i>Stanford Hospital and Clinics</i> <input checked="" type="checkbox"/> <i>Lucile Packard Children's Hospital</i>	<b>Last Approval Date:</b> <b>April 2012</b>
<b>Name of Policy:</b> SHC/LPCH Medical Staff Finance Policy	<b>Page 1 of 3</b>
<b>Departments Affected:</b> Medical Staff	

**I. PURPOSE**

The purpose of this policy is to provide guidelines relative to the funds associated with the Medical Staff Dues account.

**II. POLICY STATEMENT**

The Medical Staff Finance Committee will adhere to the following guidelines to ensure that medical staff funds are used appropriately. The use of discretionary funds by the Medical Staff Finance Committee and Medical Staff Leadership is outlined. The Medical Staff Finance may also choose to increase Medical Staff Dues at any time with approval of the Medical Executive Committee.

**III. PROCEDURES for SHC**

1. Effective April 2012, Medical Staff Dues will increase from \$150 to \$200 for members who primarily practice at SHC and from \$75 to \$125 for physicians who primarily practice at LPCH. Physicians in the Administrative, Affiliated and Courtesy Teaching Categories are not required to pay dues. Only physicians who are in the Active and Courtesy Admitting Categories are required to pay dues.
2. Discretionary approval of Funds for the Chief of Staff will be \$5000 for any single event up to a maximum of \$15,000 each year.
3. Discretionary approval of Funds for the Finance Committee will be \$25,000 for any single event up to a maximum of \$50,000 each year. Such approvals will be presented to the Medical Executive Committee as "information only at its first meeting following approval.
4. The Medical Staff Finance Committee will monitor the reserve funds to ensure that they remain above the magnitude of the annual budget.
5. Use of the funds in the Medical Staff Dues account will be used for, but not limited to:
  - a) Food for Medical Staff Meetings
  - b) Medical Staff Lounge Expenses
  - c) Gifts and Donations

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- d) Medical Staff Publications
- e) Consulting
- f) Education
- g) Training and Travel for Medical Staff Leaders
- h) Other activities or events to benefit the Medical Staff

#### **IV. PROCEDURES for LPCH**

1. Effective April 2012, Medical Staff Dues will increase from \$150 to \$200 for members who primarily practice at LPCH and from \$75 to \$125 for physicians who primarily practice at SHC. Physicians in the Consulting, Affiliate and Refer and Follow Categories are not required to pay dues. Only physicians who are in the Active and Courtesy Categories are required to pay dues.
2. Discretionary approval of Funds for the President of the Medical Staff will be \$5000 for any single event up to a maximum of \$10,000 each year.
3. Discretionary approval of Funds for the Finance Committee will be \$10,000 for any single event up to a maximum of \$20,000 each year. Such approvals will be presented to the Medical Executive Committee as "information only at its first meeting following approval.
4. The Medical Staff Finance Committee will monitor the reserve funds to ensure that they remain above the magnitude of the annual budget.
5. Use of the funds in the Medical Staff Dues account will be used for, but not limited to:
  - a) Food for Medical Staff Meetings
  - b) Medical Staff Lounge Expenses
  - c) Gifts and Donations
  - d) Medical Staff Publications
  - e) Consulting
  - f) Education
  - g) Training and Travel for Medical Staff Leaders
  - h) Other activities or events to benefit the Medical Staff

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**V. DOCUMENT INFORMATION**

- A. Author/Original Date  
Debra R. Green, Director, Medical Staff Services, March 2012
- B. Gatekeeper of Original Document  
Director, Medical Staff Services
- C. Distribution and Training Requirements
  - 1. This policy resides in the Medical Staff Policy Manual of SHC
- D. Review and Renewal Requirements  
This policy will be reviewed and/or revised every three years or as required by change of law or practice.
- E. Review and Revision History  
New policy, effective March 2012
- F. Approvals  
SHC Finance Committee – March 2012  
SHC Medical Executive Committee – April 2012  
LPCH Finance Committee – April 2012  
LPCH MEC – April 2012

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