



Facility Name(s):	Mercy Health	
Policy / Procedure:	Mercy Hospital Honorarium Policy	
Approved by:	Phineas P. Oren, Chief Medical Officer/VP	Date: 8/16/2022

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1. Scope

This policy is to provide the framework and guidelines for consistent application when offering honorarium payments to individuals at Mercy Hospital. This policy does not apply to employees or residents.

2. Purpose

This policy defines the types of activities for which an honorarium payment is appropriate and provides information on the eligibility for and processing of such payments.

3. Definitions

Honorarium: A one-time payment of a nominal amount made to an individual, as an expression of gratitude for a personal service or expertise provided by the individual, for a special and non-recurring activity or event with a short duration for which a fee is not legally or customarily required and where compensation is not requested.

4. Policy

The payment of an Honorarium is typically made to an individual with a scholarly or professional standing, with the intent of showing good will and appreciation for voluntary service to the hospital.

A. Honorarium eligibility

- I. A special lecture, a short series of such lectures, or other creative activity.
- II. Participation in a seminar or workshop as a guest, speaker, or panelist, provided such services furnished on a short-term basis.
- III. Award to an individual for a special achievement or renown for participation in a short term activity or event that is of an educational, research, or public service nature and no-specific deliverable or specific result is requested or expected.

B. Honorarium Ineligibility

- I. No honorarium payments may be made to a current employee; full-time, part-time, or temporary.
- II. No honorarium payment may be made to a current resident.
- III. Honorarium payments may not be used for independent contractors or consultants.



5. Procedures

Allowable Honoraria payments involve a one-time activity, such as a guest lecture, participation in panel discussion or workshop, or other similar activity that is performed on a voluntary basis.

An Honorarium payment is not appropriate where the amount or timing of the payment is negotiated and agreed upon or where the recipient has charged a fee

Exceptions to this amount would require prior approval of the GME/CME Medical Director.

Payments are not transferable.

6. Rates

Location	Amount
Intown/Virtual (within 95 miles)	\$1,000 *All inclusive
Out of Town-Daytrip (100-300 miles)	\$2,000 *All inclusive
Out of town (over 300 miles)	\$2,000 *All-inclusive + reasonable coach air fare (Speaker will not be reimbursed for first class)
For each additional presentation at the same event, a speaker will receive \$500 per 1 hour lecture	

**All-inclusive-means speaker has been compensated for food, hotel, cab/uber, tips/gratuity, gas, and incidentals.*

7. Steps (departmental planner responsibility)

- a) **Speaker submits W-9**
- b) **Submit a Formstack (which will create the LOA-Letter of Agreement)**
https://mercynew.formstack.com/forms/contract_request_form_nonphysician_copy_1
- c) **LOA-speaker needs to sign and return**
- d) **Vendor Add** <https://smrcy.sharepoint.com/sites/hub-mercy-supply-chain/SiteAssets/Collections/Mercy%20Supply%20Chain%20-%20Helpful%20Forms/Vendor%20Add,%20Change,%20or%20Activate%20Request.aspx>
- e) **Complete check request and send it to the CME office**

Summary

This policy defines the types of activities for which an honorarium payment is appropriate and provides information on the eligibility for and processing of such payments.