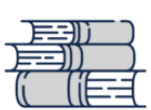


BERA Policy Overview

The Business Expense Reimbursement Account (BERA) provides tax-free reimbursement to qualifying clinical employees. This benefit covers expenses that relate to the clinician's line of work, helps them improve their knowledge, skill and expertise, and improves the quality of care to patients.

COVERED EXPENSES

A complete list of approved expenses can be found in Exhibit A of the BERA Policy.



Continuing medical education, conferences, periodicals, books, and educational materials



Travel and expenses for **qualifying** CME and CPE events



Electronic reference materials, software, and apps (up to \$150)



Scrubs, lab coats, jackets, medical shoes, medical bag



License renewals, professional organizations, and memberships



Stethoscope, otoscope, and prescription pads

Medical supplies, equipment, computers, and cell phones that are required for the performance of clinical duties should be supplied by the hospital, site, Envision procurement, or IT and are not eligible for BERA. Travel and expenses related to clinical responsibilities or business meetings should be covered under the regular Travel and Expense policy.

REIMBURSEMENT



The Plan Year is from Jan. 1 through Dec. 31 of a calendar year. BERA is a "use it or lose it" plan.



Itemized receipts including the date, vendor, specific item(s) or service(s) purchased, and amount are required. Credit card statements alone are not adequate.



Submit expenses within 30 days of education date, license renewal date, or purchase date.



Travel and expenses must be submitted with proof of CME credit.

SUPPORT AND APPROVALS



All expenses submitted that are not listed in the policy will be reviewed by the BERA Review Committee for a determination of approval and the policy will be updated as appropriate.

To get preapproval for purchases in advance, email BERA@EnvisionHealth.com.

Questions?

BERA@EnvisionHealth.com

 **Envision**
PHYSICIAN SERVICES