



## The College of Physicians and Surgeons of Prince Edward Island

14 Paramount Dr.  
Charlottetown, PE C1E 0C7  
Phone: 902-566-3861 Fax: 902-566-3986  
Website: [www.cpspei.ca](http://www.cpspei.ca)

POLICY NAME	<b>Reimbursement of Annual Fees</b>
DESCRIPTION	<p>The Council authorizes the office administration to reimburse a portion of the annual licence fee, prorated on a quarterly or 6 month basis on application by the physician in the following circumstances:</p> <ol style="list-style-type: none"> <li>(1.) Maternity or paternity leave</li> <li>(2.) Illness</li> <li>(3.) Educational Leave of 6 months or more</li> <li>(4.) Humanitarian Work for 6 months or more</li> <li>(5.) Retirement</li> </ol> <p>Provided that situation (1.) or (2.) completely removes the physician from <b>his/her</b> practice and does not result in any income for the physician, including replacement income, (i.e. stipend from the Medical Society and /or EI) <u>after the last day of each quarter</u>, March 31, June 30, Sept. 30, Dec. 31, the Office Manager, after being notified in writing that a physician has not been able to practice during the preceding quarter, shall reimburse to that physician one quarter of the annual licence fee less an administration fee of \$125.00 per quarter.</p> <p>Provided that situation (3.) (4.) or (5.) completely removes the physician from his/her practise and does not result in any income for the physician, including replacement income, (i.e. stipend from the Medical Society and/or EI) <u>after the last day at the end of 6 months</u>, and after the last day of each subsequent 3 month period, the Office Manager, after being notified in writing that a physician has not been able to practise, shall reimburse to that physician one half of the annual licence fee after 6 months and one quarter of the annual licence fee for each subsequent 3 month period, less an administrative fee of \$125.00 per quarter.</p>
APPLICABLE LEGISLATION	
APPROVED BY:	<b>Council of the College of Physicians &amp; Surgeons of PEI, January 16, 2017</b>
REVISED:	January 16, 2017