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(HTML VERSION): REMINDER: Reimbursement Submission Deadline

CIR Benefit Funds Office <benefits@cirbenefitfunds.org>
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HOUSE STAFF BENEFITS PLAN

REMINDER: Reimbursement Submission Deadline

Dear House Staff Officer,

As a member of the CIR Benefit Funds, you are entitled to certain reimbursement claims.

Before submitting your reimbursements, you should visit the [CIR website](#). There you will click on Benefits and select your hospital/employer. In the Benefits page you will find the following:

- List of eligible reimbursements
- Limitations on reimbursement
- Submission plan rules and guidelines
- Required information and documentation

Several Benefits that have extremely important submission deadlines:

- **Continuing Learning Program (CLP):** Maximum of up to **\$1,500** every 3 years

- To be eligible for reimbursement, you must submit within one year of the purchase date.
- CLP must be paid while on payroll but can attend a conference within 6 months of your graduation/termination date
- **Professional Educational Plan (PEP):** Maximum of up to **\$650** per Benefit Plan Year
 - To be eligible for reimbursement you must submit within one year of the purchase date
 - Mobile electronic medical devices (MEMD) must be purchased 6 months before finishing your residency.
 - Only one mobile electronic device (MEMD) reimbursed per benefit plan year.

Sincerely,
CIR Benefit Funds Office

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