

**NORTH CAROLINA BAPTIST HOSPITALS, INC.
POLICY AND PROCEDURE BULLETIN**

PREPARED BY: Medical Staff Services

CONTACT PERSON: Director, Medical Staff Services

SUBJECT: On-Call Meals for House Staff

I. POLICY

It is the policy of North Carolina Baptist Hospitals, Inc. to offer a meal for those House Officers required to be on-call for the convenience of the Hospital at one of its designated on-campus locations.

II. PURPOSE

To define the criteria and requirements necessary to provide an on-call meal in the Hospital that is in line with the IRS regulations which allow such meals to be excluded from the employee's income.

III. PROCEDURE

- A. The following boundaries set the limitations for receiving an on-call meal with the objective of meeting the IRS exclusion criteria. On-call meals (Dinner and Breakfast) will be provided to a House Officer if they work 24 hours. On-call meals (Dinner and Breakfast) will be provided to a House Officer if they are pre-scheduled 5 or more 12 hour night shifts (night float). An on-call meal (Dinner or Breakfast) will be provided to a House Officer if they are called from home to return to Hospital while on home call. No meal will be provided if they are on call from home and stay at home.
- B. All meals must be obtained in the Hospital cafeteria, deli or on-site Domino's Pizza. The approved dinner meal will be limited to a selling price of \$7.30. which is based on the sales price, less a 20% employee discount, plus tax. The approved breakfast meal will be limited to a selling price of \$4.20 which is based on the sales price, less a 20% employee discount, plus tax. Any amount above the limit will be the responsibility of the individual House Officer.
- C. Each house officer eligible for an on-call meal will present his/her Hospital identification badge to the cashier when obtaining their meal.
- D. House Officers who qualify for an on-call meal are encouraged to obtain a well-rounded meal during the appropriate meal time. However, we recognize certain on-call requirements

may prevent an individual from visiting the cafeteria or deli. Therefore, on a limited basis, other House Staff may obtain a meal for a House Officer unable to leave his/her work area. Should this occur, the co-worker must present his/her identification badge as well as indicate the individual House Officer on-call for whom the meal is being obtained.

- E. Between meal snacks are not recognized as part of on-call meals and are not funded.
- F. Internal Audit will routinely audit use of the on –call meal system to verify that individuals who do obtain meals meet the requirements of this policy. Non-compliance with this policy can result in disciplinary action, loss of meal privileges, and a conversion of all meals received to taxable income.
- G. Each resident, upon entering a graduate medical education program at this institution, will sign the statement of understanding found in Attachment A.

IV. REFERENCES

- A. IRS Codes (Publication 15-B)
- B. ACGME Requirements 2007

Attachment A

STATEMENT OF ACKNOWLEDGEMENT OF ON-CALL MEAL POLICY

This is to acknowledge that I have read the On-Call Meal Policy and understand that this is a privilege provided in recognition of my on-call responsibilities. I also understand the Limits of the policy and I agree to honor the limits within the policy. I understand that the on-call meal is provided for my benefit and not to be shared with others. I also understand that this on-call meal is provided when I am on-call and not to be used at times when I am not on-call. I understand that not complying with this policy can result in disciplinary action and a penalty payment from me to the IRS.

Signature

Printed Name

Date