

**MUSC**  
**Graduate Medical Education Program and the Center for Academic  
 Excellence Referral Form and Payment Agreement**

**Process:**

1. The Resident typically attends at least three one-hour sessions with a representative of the Center for Academic Excellence (CAE). The contracted cost is \$100.00 per hour and is to be paid by the residency program and/or the GME Office. The CAE will invoice the residency program. Payment arrangements are to be made with the CAE Office through Christy Huggins at [hugginsc@musc.edu](mailto:hugginsc@musc.edu).
2. This form is to be signed by the Resident, the Program Director and, if cost is shared, the GME Designated Institutional Official.
3. Once the program official has the completed form, a program representative will contact the CAE at [hugginsc@musc.edu](mailto:hugginsc@musc.edu) to inform them of the resident/participant of the program.
4. The resident will be responsible for contacting the CAE to arrange all scheduled educational sessions at [hugginsc@musc.edu](mailto:hugginsc@musc.edu) initially and on an online scheduling platform eventually.

Resident Name: \_\_\_\_\_

Number of hours approved by Residency Program or GME Office: \_\_\_\_\_

Program's Business Manager Name/Phone Number: \_\_\_\_\_

Resident Signature/Date: \_\_\_\_\_

Program Director Signature/Date: \_\_\_\_\_

GME Office Signature/Date (if GME Office is sharing cost): \_\_\_\_\_

For office use only:

Session	Date	Session	Date
1		4	
2		5	
3		6	