TITLE: GME – Meal Card Policy for BUMCT(S) Residents

I. Purpose/Expected Outcome:
   A. To outline the procedure for meal card for residents.

II. Definitions:
   A. N/A

III. Policy:
   A. Per ACGME requirements, all Banner University Medical Center (BUMCT(S)) residents have access to food services 24 hours a day while on call in all institutions.

IV. Procedure/Interventions:
   A. Hospital Administration has authorized On-Call Residents/3rd and 4th year Medical Students $11.00/day for meals when they are on-call and required to stay in the hospital. This amount is not intended to provide meals or snacks for any other staff or family members nor is it intended to provide meals for those days when the house officer is not on call. There is no specific dollar limit per purchase, though purchases should be reasonable for personal daily consumption. The administration of the program is a Culinary and Nutrition Department’s responsibility. The medical departments have the responsibility of giving participants names and the number of on-call days to the Graduate Medical Education office using the Resident/Med Student Meal Credit form at the beginning of each year and no later than two weeks prior to when the rotations begin for review and approval. The total number of on-call days should not exceed the total number of on-call days required by the medical department. To participate in the On-Call Meal program, Residents/Medical Students must utilize the meal debit card for meals.
   B. Residents/Medical Students may pick up their meal cards in the cafeteria office 7AM-10:30AM and 1PM-2PM Monday through Friday beginning on or about the 3rd day of July.
   C. Meal credit is to be used by the participating Resident/Medical Student only and may be used only for their own meals.
   D. Bulk purchase of items is not acceptable.
   E. Unless the meal debit card is presented to the cashier at the time of transaction along with photo ID, the debit system may not be used and the purchase must be made with a credit card or cash only.
F. Meal credit expires at the end of the academic year (June 30). Credit does not carry-over to the next academic year.
G. The Banner Culinary & Nutrition department will enforce all policies and restrictions of the program. Any questions about policies and procedures should be directed to cafeteria management.
H. Any mid-year additions of on-call meal credit for additional on-call days must be communicated in memo form and pre-approved by the Office of Graduate Medical Education, before credit will be issued by the cafeteria.
I. When a Resident or Medical Student completes or is terminated from the Graduate Medical program, the cafeteria office must be notified so that the Debit Card can be deactivated.
J. A lost card replacement fee of $5.00 will be paid by the resident/student at the time of re-issuance. Replacement cards can be obtained from the cafeteria office at either BUCMT or BUMCTS 7AM-10:30AM and 1PM-2PM Monday through Friday.

V. Procedural Documentation:
   A.

VI. Additional Information:
   A.

VII. References:
   A.

VIII. Other Related Policies/Procedures:
   A. Cash Handling Procedure

IX. Keywords and Keyword Phrases:
   A.

X. Appendix:
   A. N/A