

## TERMS AND CONDITIONS AND CONSENT

### PRIVATE PHYSICIANS:

Private physicians are defined as physicians who have an active Texas medical license and have a referral relationship with any Houston Methodist entity, but who are not employed full time by Houston Methodist Specialty Physician Group (“HMSPG”) or Houston Methodist Primary Care Group (“HMPCG”).

Private physicians who reside and/or practice medicine within the [Greater Houston Area](#) are required to pay the full Fair Market Value registration fee unless an exemption approved by the Houston Methodist Department of Legal Services applies. This also applies to dentists and podiatrists.

### CANCELLATION / REFUNDS:

Requests for registration refunds must be in writing and received by the Houston Methodist Office of Continuing Medical Education (OCME) at least 10 business days before the course begins. The date the request is received by the OCME will be considered the cancellation date. Requests received after the refund deadline will not be processed. Cancellations are subject to an administrative fee deducted from the registration fee paid to cover guarantees and other expenses. Requests must be emailed to the OCME ([cme@houstonmethodist.org](mailto:cme@houstonmethodist.org)). The OCME reserves the right to cancel activities, not less than 10 business days before the scheduled date, if extenuating circumstances make it necessary. If an activity is cancelled, OCME’s liability is limited to the registration fee paid. Note: If payment is made by check, a social security number may be required to process the refund.

Email cancellation requests to [cme@houstonmethodist.org](mailto:cme@houstonmethodist.org)

### CREDIT CARD PAYMENTS:

For your protection and the protection of Houston Methodist, policies dictate that credit card information shall not be accepted via e-mail.

### PAYMENT INFORMATION FOR HOUSTON METHODIST EMPLOYEES:

Employees using department funds to pay for their registration fees must either pay themselves and follow appropriate HM and HM department policy and procedures for reimbursement or arrange for interdepartmental transfer.

Houston Methodist Purchasing Cards (P-Cards) MAY NOT BE USED to pay registration fees for Houston Methodist CME activities. Please refer to the [P-Card Program Manual](#) and [P-Card FAQs](#) for further information.

In addition, payment vouchers submitted to accounts payable to pay registration fees WILL NOT BE PROCESSED by AP.

Interdepartmental transfers: Interdepartmental transfers for HM registration fees must be pre-arranged with Houston Methodist CME and the sponsoring department. Certain restrictions and approvals apply. Please contact the Office of CME for further information.

By participating in the CME activity, I hereby agree to the following:

### DISCLAIMER:

I understand that the methods, techniques, and procedures demonstrated and the views and opinions expressed by speakers, presenters, and faculty are their own and do not necessarily represent those of Houston Methodist, nor does presentation on the course program represent or constitute endorsement or promotion by Houston Methodist. Houston Methodist expressly disclaims

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any warranties or guaranties, expressed or implied, and shall not be liable for damages of any kind in connection with the material, methods, information, techniques, opinions, or procedures expressed, presented, or demonstrated.

### **CONFIDENTIALITY:**

I understand that I may have access to confidential information, or information of a type that is typically treated as confidential in the healthcare industry regardless of whether labeled as such, that belongs to Houston Methodist or a third party because of my presence at a Houston Methodist facility or other incidental or unintentional access. I agree not to copy, disseminate, or use such information. I will act in good faith to alert Houston Methodist personnel to any such access to confidential information.

### **PHOTOGRAPHS/VIDEO:**

I authorize Houston Methodist to use and disclose photographs or video images taken of me by Houston Methodist personnel for the purpose of publishing and republishing in professional journals, medical books, on social media, on Houston Methodist's website, or to be used for any other purpose which Houston Methodist may deem appropriate.

### **PROHIBITION OF PHOTO/VIDEOS/RECORDINGS/LIVESTREAMS:**

I understand and agree that no audio or visual recordings, still or otherwise, including but not limited to photographs, recordings, or live streams of a lab may be taken by me under any circumstance. Failure to follow this policy may result in my removal from the lab and I will be required to delete any such recording or image. Without limiting the generality of the preceding, if I am the designated recorder approved by Houston Methodist and my company to take the official recording of the lab, I will follow the instructions of Houston Methodist and any images, photographs, recordings, live streams, or any other video or audio medium will be recorded only for the official purpose of the lab and I will not use them for personal use under any circumstance.