



**MINC Commission Plan Document
Medinc of Texas/Arthrex Fiscal Year 2019-20 July to June**

Commission Rates and Commission Adjustments for Discounting

- July 2019 – June 2020
- Refer to Implant and Instrument Commission Program Handout

TEAM Deductions

Red Spot	Monthly per rep on TEAM	\$105.00
Red Spot Consignment Fee	.0023 x \$ amount at end of month Example: .0023 x \$32,000 = \$ 73.60	Team
Expiring Implants Not Returned (50% stocking cost to Medinc)		100% of cost
Lost Inventory after any Audit completed by Medinc		50% of stocking
Lost or Broken Instruments		35% of list
Lost or Broken Implants Monthly		50% of list
Any promotional item purchased from Arthrex		Medinc's Cost
Bill Only "Stock" Orders over 30 days from date of invoice		Full Price of Bill Only
Bill Only outstanding over 60 days with no PO		50% of stocking
Bill Only outstanding under 90 day with PO		15% Credit
National Accounts Rebate Program		60% of Medinc rebate

**There will be miscellaneous items that will be charged back accordingly during the year that are hard to list, Medinc reserves the right to make these deductions and they will be on your commission report labeled correctly.*

**If changes are made you will be notified immediately and will take effect as soon as you get written or email notice.*

Inventory Management Rules

Medinc of Texas assumes ***no liability*** when medical implants and instruments are in the possession by the Sales Representative. If for any reason, medical implants or instruments are lost, stolen, damaged or deemed unusable the sales representative will be charged back according to the amounts listed.

Expenses

Parking/Tolls		Business Expense
Vendor Credentialing		Business Expense
Cell Phone		Business Expense
Pre-Approved Office Items		Business Expense
IPAD Monthly Fee		Business Expense
Mileage 2019	.58 cents per mile	Business Expense

***NO MEALS, FOOD, OR ENTERTAINMENT ARE TO BE SUBMITTED**

*All receipts must be attached to the expense report and or scanned and emailed with the expense report

All expense reports must be turned into Medinc of Texas by the **4th business day** of each month for the previous month. Expense checks or Direct Deposits are issued after the 16th of each month and no later than the 22nd of each month.

If an expense report is not turned in by the 4th business day of the month, then no reimbursement check will be issued for the previous month and you forfeit that expense check. No exceptions!

When calculating mileage please use the IRS mileage rate for the current year. The IRS mileage rate for 2019 is .58 cents per mile. Your mileage will not start until you reach your first appointment or start at Medinc of Texas then your day will end at your last appointment or at Medinc of Texas.

Medinc of Texas DOES accept mileage apps for tracking purposes, (MileIQ) and highly recommends.

Turn in your expense reports to payroll@medinc.org by the 4th business day of the following month.

National Lab Reimbursement

Medinc of Texas will reimburse for National Labs:

- Rental Car
- Hotel Room

Medinc of Texas **does not** reimburse for National Labs:

- Airport Parking
- Meals
- Entertainment
- Checked Bags

Representative Administrative Deductions

- Emergency Trip Charge \$ 25.00 per event
- Late Arthrex Loaner Equipment \$ 100.00
- Late Instrument Returns based off Arthrex policies \$ 100.00 per day
- Correcting Bill only once it has been processed \$ 25.00
- Emergency Order made to lack of notice to office \$ Shipping Cost
- Incomplete Agreements/Putty Paperwork \$ 25.00
- Late Return of Allograft tissue stored by Medinc \$ 45.00 day 1
\$100.00 day 2 plus
- Products used for Demo/Eval without prior management approval \$ 50.00 per instance
- HCP Forms turned in that are not complete \$ 75.00
- HCP Forms not turned in within 3 business days of Lab Completion \$ 200.00 per day
- Miscellaneous deductions based off Arthrex polices Passed on monthly
- Any VIP Labs, National Labs etc. forms not turned in complete \$ 25.00 per request
- Lost Bio Cooler \$ 50.00

Lab Budgets 2019-2020

National and Single Day Labs

<u>Region</u>	<u>Annual Budget</u>
GC North	\$ 24,000
GC Med Center	\$ 20,000
GC West	\$ 18,000
GC South	\$ 12,000
North Austin	\$ 25,000
South Austin	\$ 25,000
South Texas	\$ 55,000
Coastal	\$ 10,000

If budget is exceeded, 100% for the lab expenses will be the responsibility of the TEAM.

One lab cancellation per fiscal year is allowed to come from TEAM Budget, all cancellations exceeding one for the fiscal year will be deducted from TEAM commissions.

Mobile and Office Labs

Representatives Responsibility per Mobile Lab	\$ 300
Representative Responsibility Office Lab	\$ 400 per cadaver
Managers Responsibility per Mobile and Office Lab	\$ 100

Local Surgeon Instructor: Fee varies by agenda, but cost of instructor fee will be covered by TEAM National Lab Budget.

C-Arm Rental: 100% of rental cost will be responsibility of TEAM or can be covered by TEAM National Lab Budget.

- Medinc Approved Fellowship or Residency Courses covered by Medinc

Local Meetings Budget

Fiscal Year Budget for Medinc of Texas \$ 35,000

Local meetings budget to include: TPMA, Edward T Lectureship, Mitie Lab etc.

Local Support (Golf tournaments etc.)

All donations will be the responsibility of the TEAM.

*** Medinc of Texas reserves the right to change commission structure or rules at any time during the fiscal year.*