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|--|-----------------------|------------|--|---------------------|
| HOST PHYSICIAN - LAST NAME | | FIRST NAME | PAYEE NUMBER | PRACTITIONER NUMBER |
| NAME OF COMMUNITY WHERE LOCUM IS REQUESTED | | | SPECIALTY REQUESTED (IE OBSTETRICS, ANAESTHESIA, ETC.) | |
| CHOICE | FROM (EFFECTIVE DATE) | | TO (CANCEL DATE) | |
| 1 | | | | |
| 2 | FROM (EFFECTIVE DATE) | | TO (CANCEL DATE) | |
| 3 | FROM (EFFECTIVE DATE) | | TO (CANCEL DATE) | |

PLEASE PROVIDE THE FOLLOWING DETAILS OF YOUR OFFICE PRACTICE (Note: Locum coverage must be a minimum of 2 days and not more than 28 days.)

| | |
|--|----------------------------------|
| REASON FOR LOCUM COVERAGE (I.E., VACATION, ON-CALL ROTA) | |
| PROVIDE ON-CALL EVENINGS | DATES (BE SPECIFIC) |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| PROVIDE ON-CALL WEEKENDS | DATES (BE SPECIFIC) |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| REGULAR SCHEDULED OFFICE HOURS | |
| DAYS: | HOURS |
| ARE ADMITTING & TREATMENT PRIVILEGES NECESSARY? | NAME FACILITY / FACILITIES |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| HAS LOCUM BEEN RECRUITED TO PROVIDE SERVICE? | IF YES: LOCUM NAME |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| | PHONE NUMBER (INCLUDE AREA CODE) |
| | FAX NUMBER (INCLUDE AREA CODE) |
| | LOCUM E-MAIL ADDRESS |

TERMS AND CONDITIONS

I AGREE TO:

- Submit claims within two weeks of the end date of the locum assignment.
- Provide the locum with a detailed reconciliation of claims submitted.
- If necessary, establish hospital privileges on behalf of the locum physician.
- Accept 40 percent of paid claims when locum is providing office-based services for me.
- Ensure that the locum receives the medical on-call payments from the health authority / host physician.
- That I cannot bill the Medical Services Plan while the locum is providing service on my behalf.
- Provide the locum with detailed information on the care and treatment of hospital patients or those patients requiring special treatment.

| | | |
|---------------------------------------|---------------|--------------|
| HOST PHYSICIAN'S SIGNATURE | DATE | PHONE NUMBER |
| | EMAIL ADDRESS | FAX NUMBER |
| APPROVAL - HEALTH AUTHORITY SIGNATURE | DATE | PHONE NUMBER |
| | EMAIL ADDRESS | FAX NUMBER |

Please mail or fax applications to:

Rural Practice Programs
Physician Compensation
2-1, 1515 Blanshard Street
Victoria BC V8W 3C8

Tel: 250 952-1104
Fax: 250 952-3486

The information collected on this form is collected under the authority of the Medicare Protection Act. All information provided will be used in a manner that complies with the terms of the Freedom of Information, Protection of Privacy Act and the Medicare Protection Act. If you have any questions about the collection and use of this information, please contact Rural Practice Programs at 250 952-1104.

DO YOU NEED A SPECIALIST LOCUM?

You may be eligible for the Rural Specialist Locum Program (RSLP) if you live and practice in a designated specialist center with fewer than five (5) specialists in the following specialties:

- Anaesthesia
- General Surgery
- Internal Medicine
- Orthopedics
- Pediatrics
- Obstetrics

Designated specialist centres include:

| | | | | | |
|----------------|---------------|--------------|---------------|----------|---------------|
| Campbell River | Cranbrook | Kitimat | Powell River | Quesnel | Terrace |
| Comox | Dawson Creek | Nelson | Prince George | Sechelt | Trail |
| Courtenay | Fort St. John | Port Alberni | Prince Rupert | Smithers | Williams Lake |

Do you need a reliable qualified locum so you can take time off for a vacation, a break from on-call duties or for continuing medical education? The RSLP can help!

INTERESTED...NEED MORE INFORMATION? PLEASE CONTACT:

| | |
|--------------------------------|---|
| Rural Practice Programs | Tel: 250 952-1104 |
| Rural Specialist Locum Program | Fax: 250 952-3486 |
| 2-1, 1515 Blanshard Street | Email: HLTH.PhysicianComp@gems1.gov.bc.ca |
| Victoria, BC V8W 3C8 | |

ADVANTAGES OF USING THE PROGRAM

- There is no fee for to the host specialist for using the RSLP.
- You keep forty (40) percent of the Medical Services Plan paid claims to cover your office overhead, except when the locum is solely covering your on-call schedule, as designated by health authority (HA).
- No payment hassles – we pay the locum and the health authority pays travel costs.
- Our locums have rural training and/or experience.

CRITERIA FOR USING THE PROGRAM

- You must be a specialist or a non-certified specialist with additional training in one the core specialties and eligible to write the qualifying exams, and licensed to practice medicine in British Columbia.
- Be a member in good standing with the Canadian Medical Protective Association.
- Reside and practice, on a full-time basis, in an eligible community.
- Royal College of Physicians & Surgeons of Canada Certification.
- Enrolled in the Medical Services Plan.

HOW OFTEN CAN I USE THE PROGRAM?

- Each rural specialist meeting the criteria can request up to four (4) weeks of locum services per year (each request must be a for a minimum of two (2) days).

CLAIMS SUBMISSION AND PAYMENT PROCESS

OFFICE-BASED SERVICES

- An assignment form must be completed by the specialist locum (please do not submit a regular assignment form), and faxed to the attention of Rural Practice Programs at (250) 952-3486.
- Claims must be submitted using the host physician payment number and the locum physician Medical Services Plan (MSP) practitioner number.
- The host physician is expected to submit claims within two (2) weeks of the end date of the locum assignment and refused claims within two (2) weeks of the refusal date.
- The host physician must provide the locum with a detailed reconciliation of claims submitted.
- The locum receives the greater amount of sixty (60) percent of paid claims or \$1,000 per day.
- The host physician receives forty (40) percent of paid claims and payment will be made by Rural Practice Programs and MSP on the regular payment dates.
- Reimbursement of those services not covered by MSP (i.e., private, ICBC, WCB and Reciprocal billings) should be paid directly to the locum by the host physician less the amount recovered for overhead prior to the locum leaving the locum assignment.

ON-CALL AVAILABILITY SERVICES

- Locums providing solely on-call availability services, as required by the HA, will receive the greater amount of \$1,000 per day or one hundred (100) percent of paid claims, with top-ups on a quarterly basis.
- Specialist locums under the RSLP will be assigned an additional payment number which will only be used for locum assignments when the locum is only covering the host physicians' on-call schedule, as designated by the HA.
- Host physicians do not receive forty (40) percent of paid claims when the locum is only covering the host physician's on-call schedule, as designated by the HA.

OFFICE-BASED AND ON-CALL AVAILABILITY SERVICES:

- Rural Practice Programs will pay the locum's daily rate and travel time honorarium and the HA will pay the locum travel and accommodation costs.
- The locum receives the applicable Medical On-Call / Availability Program (MOCAP) payment from the HA / host physician.