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| FULL NAME OF HOST PHYSICIAN (FIRST, LAST) | | MSP PAYEE NUMBER | MSP PRACTITIONER NUMBER |
| HOST PHYSICIAN PHONE NUMBER AND AREA CODE | HOST PHYSICIAN FAX NUMBER AND AREA CODE | HOST PHYSICIAN EMAIL ADDRESS | |
| NAME OF COMMUNITY WHERE LOCUM IS REQUESTED | | NUMBER OF DAYS FOR LOCUM COVERAGE | |
| 1 FROM (EFFECTIVE DATE) | TO (CANCEL DATE) | 2 FROM (EFFECTIVE DATE) | TO (CANCEL DATE) |

PLEASE PROVIDE THE FOLLOWING MANDATORY DETAILS OF YOUR OFFICE PRACTICE (Locum coverage must be minimum 2 days, not more than 35 days.)

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|---|--------------------------|----------------------------------|--------------------------------|
| REASON FOR LOCUM COVERAGE (I.E., VACATION, ON-CALL ROTA) | | | |
| PROVIDE ON-CALL <input type="radio"/> YES <input type="radio"/> NO | DATES (BE SPECIFIC) | | |
| REGULAR SCHEDULED OFFICE HOURS | | | |
| DAYS: | HOURS | | |
| TYPE OF PAYMENT <input type="radio"/> FEE FOR SERVICE <input type="radio"/> APP / HA CONTRACT <input type="radio"/> SALARIED OR SESSIONAL <input type="radio"/> OTHER (SPECIFY): | | | |
| ARE ADMITTING & TREATMENT PRIVILEGES NECESSARY? <input type="radio"/> YES <input type="radio"/> NO | IF YES, NAME OF FACILITY | | |
| DO YOU PROVIDE SERVICES OUTSIDE YOUR COMMUNITY THAT A LOCUM MAY BE REQUIRED TO PROVIDE? <input type="radio"/> YES <input type="radio"/> NO | IF YES, PROVIDE DETAILS | | |
| HAS A LOCUM BEEN RECRUITED TO PROVIDE SERVICE? <input type="radio"/> YES <input type="radio"/> NO | LOCUM NAME | PHONE NUMBER (INCLUDE AREA CODE) | FAX NUMBER (INCLUDE AREA CODE) |
| | LOCUM E-MAIL ADDRESS | | |

TERMS AND CONDITIONS

The Host physician is responsible to ensure that the locum physician is competent before the assignment is confirmed, based on Health Authority privileging and vetting/checking references and/or previous locum assignments. The Locums for Rural BC office is a non-regulatory body and is not sanctioned to adjudicate on decisions (i.e. performance, behaviour). As such, it is the host physician's duty to report any complaints or issues to the College of Physicians and Surgeons of BC.

HOST PHYSICIAN – I AGREE TO:

- Reimburse those services not covered by Medical Services Plan (i.e., private, ICBC, WCB and Reciprocal billings) directly to the locum less the amount recovered for overhead prior to the locum leaving the locum assignment.
- 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.
- For office-based locum assignments, accept 40 percent of paid claims when locum is providing office-based services for the host physician.
- Ensure that the locum receives the medical on-call payments from the health authority / host physician.
- Not bill the Medical Services Plan while the locum is providing service on behalf of the host physician.
- Provide the locum with detailed information on the care and treatment of hospital patients or those patients requiring special treatment.

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| SIGNATURE OF HOST PHYSICIAN | DATE SIGNED |
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HEALTH AUTHORITY TERMS AND CONDITIONS

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| I CONFIRM THAT HOST PHYSICIAN MAINTAINS ADMITTING AND TREATMENT PRIVILEGES AND PROVIDES ON-CALL SUPPORT. I CONFIRM THIS IS A ROAM A/B COMMUNITY. <input type="radio"/> YES <input type="radio"/> NO | SIGNATURE OF HEALTH AUTHORITY REPRESENTATIVE | DATE SIGNED |
| NAME OF FACILITY | | |
| PRINT NAME OF HA REPRESENTATIVE | TITLE OF HA REPRESENTATIVE | |
| PHONE NUMBER (INCLUDE AREA CODE) | FAX NUMBER (INCLUDE AREA CODE) | EMAIL ADDRESS |

Locums for Rural BC administers the Rural Locum Programs on behalf of the Ministry of Health and Doctors of BC.

Please email or fax applications to:
info@locumsruralbc.ca, Fax: 1 877 387-4757

Phone: 1 877 357-4757

The information on this form is collected under s.26(c) & (e) of the *Freedom of Information and Protection of Privacy Act* and will be used to place locum physicians as needed and to ensure continuous care for rural communities. The Ministry of Health is collecting this information for the purposes of administering and evaluating the program. If you have any questions about the collection and use of this information, please contact the Locum Program Officer at 1-877-357-4757, or by mail at Locums for Rural BC, Renfrew Centre, 300 – 2889 East 12th Avenue, Vancouver BC V5M 4T5.

DO YOU NEED A LOCUM?

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 Rural Family Practice Maternity Locum Program (RFPMLP) can help!

You may be eligible for the Rural Family Practice Maternity Locum Program (RFPMLP) if you live and practice in a community supported by ROAM.

Your community must be situated greater than 70km from a major medical centre providing those same services. For further details on eligibility, please contact Locums for Rural BC.

INTERESTED...NEED MORE INFORMATION? PLEASE CONTACT:

Locums for Rural BC
Health Match BC
Renfrew Centre
300 – 2889 East 12th Avenue
Vancouver BC V5M 4T5

Tel: 877 357-4757
Fax: 877 387-4757
Website: locumsruralbc.ca

Email: info@locumsruralbc.ca

ADVANTAGES OF USING THE PROGRAM

- There is no fee for the host physician for using the RFPMLP.
- You keep forty (40) percent of the Medical Services Plan paid claims to cover your office overhead, except when the locum is providing a hospital-based locum or where an alternative payment arrangement is in place.
- No payment hassles – we pay the locum.
- 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 of 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 while maintaining hospital privileges in your community.
- Royal College of Physicians & Surgeons of Canada Certification (not applicable to foreign trained physicians).
- Enrolled in the Medical Services Plan.

HOW OFTEN CAN I USE THE PROGRAM?

- Each RSA Community meeting the criteria can request up to 35 days of locum services per physician per year (each request must be for a minimum of two (2) days).

CLAIMS SUBMISSION AND PAYMENT PROCESS

OFFICE-BASED SERVICES

- A Rural Assignment of Payment form must be completed by the physician locum (please do not submit a regular assignment form), and faxed to the attention of Locums for Rural BC office.
- 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 both office based and hospital based claims within 2 weeks of the end date of the locum assignment and with 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 between \$1,375 and \$1,788 per day.
- The host physician receives forty (40) percent of paid claims and payment will be made by MSP on the regular payment dates. Where an alternative payment arrangement is in place, no FFS is billed.
- The host physician must make payment directly to the locum for 60% of the paid third party services i.e. private, ICBC, WCB and reciprocal billings.

HOSPITAL-BASED SERVICES

- Locums providing hospital-based locum services, as required by the HA, will receive the greater amount of between \$1,375 and \$1,788 per day or one hundred (100) percent of paid claims, with top-ups on a quarterly basis.
- Physician locums under the RFPMLP will be assigned an additional payment number which will only be used for locum assignments when the locum is only covering the host physicians' hospital-based assignments.
- Host physicians do not receive forty (40) percent of paid claims when the locum is only covering the host physician's hospital-based assignments.

OFFICE-BASED AND ON-CALL AVAILABILITY SERVICES:

- Locums for Rural BC will pay the locum's daily rate, travel expenses and travel time honorarium.
- The locum receives the applicable Medical On-Call Availability Program (MOCAP) payment from the HA / host physician.