

## GUIDELINE

# Procedure for Physicians Seeking Community-based DAP Accreditation and MSP Billing for EMG

### Purpose

This document describes the steps that physicians need to follow to perform outpatient electromyography (EMG) services and bill the Medical Services Plan (MSP).

### Background

Diagnostic EMG services can be provided in both public (health authority) facilities and in community-based private office/clinic (privately-owned) facilities. Physicians seeking to perform EMG services in privately-owned facilities have expressed the need for information that provides clarity on the pathway to obtain the required accreditation through the Diagnostic Accreditation Program (DAP) and MSP billing through the Ministry of Health.

### Requirements for providing a diagnostic service

In British Columbia, diagnostic tests can only be performed at facilities accredited by the DAP. This requirement is enacted in legislation through the *Health Professions Act* and the College of Physician and Surgeons of BC Bylaws. A health authority or privately-owned diagnostic facility intending to bill MSP for outpatient diagnostic services must obtain a Certificate of Approval (COA), granted by the Advisory Committee on Diagnostic Facilities (ACDF) of the Medical Services Commission and submit an assignment of payment (AOP) form to Health Insurance BC.

## Overview

	Step 1	Step 2		Step 3	Step 4	Step 5
Service delivery model	Licence/ registration obtained from:	Credentialing letter obtained from:		ACDF certificate of approval obtained from:	Accreditation by the DAP	AOP form submission to Health Insurance BC
	College	Health authority	DAP	(MoH)	(DAP)	MSP
Privately-owned facility only (e.g. clinic/ office)	✓	✗	✓	✓	✓	✓
Health authority only (e.g. hospital)	✓	✓	✗	✓	Required by the medical director of the health authority-based facility.	✓
Health authority and provides service in a privately-owned facility	✓	✓	✗	✓	Required by the facility where the physician is providing services.	✓

## Steps

A physician intending to provide EMG services and bill MSP must complete the steps outlined below.

**Note:** Prerequisite – EMG must be listed in the [BCMQI dictionary](#) as core or non-core for the physician/specialist making the application and the physician must have a National EMG Certificate given by the Canadian Society of Clinical Neurophysiologists.

### Step 1: Obtain registration and licensure with College

Information on registration and licensure is found on the [College website](#).

Ensure registration is aware that you intend on providing EMG services in your scope of practice whether hospital based or privately-owned (office or clinic) facility.

Contact [registration@cpsbc.ca](mailto:registration@cpsbc.ca) if you have questions about registration and licensure.

## Step 2: Obtain a credentialing letter (confirms physician credentials meet the requirements for performing EMG)

Credentialing is a process that involves the collection, verification, and assessment of information regarding the education, training, experience and ability of an individual physician to perform a requested activity or privilege. In BC, physicians must have the requisite credentials as outlined in the Provincial BCMQI Privileging Dictionaries. Refer to <http://bcmqi.ca/privileging-dictionaries> for your specialty.

Physician credentialing is typically conducted through the health authority medical affairs department. For details on health authority credentialing processes, physicians should contact their health authority medical affairs department. If you are having difficulty connecting with the right individuals, please contact the office of the health authority VP of medicine.

The credentialing letter must be included when the physician submits an Assignment of Payment form (step 5).

- a. **Credentialing letter for a physician who will be providing EMG in a health authority facility only, or in a health authority facility and in a privately-owned facility**

When a physician intends to provide EMG services in a health authority facility (even though they may also provide EMG in a privately-owned facility), the health authority is responsible for reviewing the physician's credentials and providing a credentialing letter.

- b. **Credentialing letter for a physician providing EMG in a privately-owned facility only**

When a physician intends to provide EMG services in a privately-owned facility and **not** in a health authority facility, the DAP is responsible for reviewing the physician's credentials and providing a credentialing letter.

An [MSP Services Credentialing Application](#) must be submitted to the DAP.

If you have any questions, please contact the College at [credentialing@cpsbc.ca](mailto:credentialing@cpsbc.ca).

## Step 3: Submit an Advisory Committee on Diagnostic Facilities (ACDF) application for a Certificate of Approval (required to bill MSP)

The ACDF is a committee of the Medical Services Commission, supported by the Ministry of Health. The ACDF has been delegated the authority to assess/approve applications from outpatient diagnostic facilities seeking to bill MSP for provision of restricted diagnostic services, including EMG.

The ACDF is strictly focused on approval of outpatient services payable by MSP and has no role in the provision of inpatient or other medical services. Any publicly or privately-owned diagnostic facility intending to bill MSP for outpatient diagnostic services (EMG), must first obtain a Certificate of Approval (COA) granted by the ACDF of the Medical Services Commission.

**Note:** All COAs are site (location) and owner specific and cannot be transferred or assigned to another location or person.

a. **Health authority-based practice (including a privately-owned EMG diagnostic facility physically located within a hospital or health authority run facility)**

A physician intending to set up their own private EMG service located within a health authority facility is responsible to obtain an authorized letter of support from the hospital/health authority and include it with their completed application for a COA for MSP billing. A template for the letter of support can be found with the [New Privately Owned Facility application form](#) on the Ministry of Health's Diagnostic Services website.

b. **Privately-owned facility**

Each physician must [apply](#) for their own COA to bill MSP. This applies to multi-physician practices in which each physician is providing EMG diagnostic services at the same physical address.

Following ACDF approval of an EMG application, the Ministry will provide a letter of approval to the physician detailing the conditions of the approval (e.g. maintaining facility accreditation through the College's Diagnostic Accreditation Program). Once the ACDF has been advised in writing that all conditions of the approval have been met and the effective date of service, the physician will be issued a facility number, which is required to set up a Diagnostic Facility Services Assignment of Payment and Medical Director Authorization form.

If you have any questions, please contact the Ministry at [DFAdmin@gov.bc.ca](mailto:DFAdmin@gov.bc.ca).

#### **Step 4: Apply for DAP accreditation (privately-owned facility only)**

**Note:** Not applicable to health authority-run facilities (a separate DAP accreditation process required).

The [accreditation process](#) for a new privately-owned facility based EMG service begins with submitting an [application](#) and a signed [accreditation agreement](#) to the DAP for an initial assessment. Upon receipt, the DAP will review the application and contact the physician regarding any further information required and discuss next steps. The DAP will conduct a facility assessment based on the accreditation standards and subject to an on-site evaluation and review of the submitted documents.

Links: <https://www.cpsbc.ca/files/pdf/DAP-Accreditation-Process.pdf>  
<https://www.cpsbc.ca/files/pdf/DAP-ND-IA-Facility-Information-CB.pdf>  
<https://www.cpsbc.ca/files/pdf/DAP-AS-Community-Neurodiagnostics-V1.2.pdf>  
<https://www.cpsbc.ca/files/pdf/DAP-Accreditation-Agreement.pdf>

**Note:** If an existing accredited facility chooses to add a physician to their service then the medical director must inform the DAP through a [notice of significant change in service](#) form.

**Note:** Steps 2 to 4 may be conducted concurrently.

#### **Step 5: Apply for assignment of payment**

Following the receipt of the ACDF COA, to bill the Medical Services Plan, an [Assignment of Payment](#) (AOP) form must be completed.

The AOP process links a physician to an approved facility number to permit billing MSP for the approved outpatient diagnostic service (EMG). The completion of an AOP is the final step in the EMG Diagnostic Facility billing approval process.

For more information on the Assignment of Payment process, including directions for completing and submitting the required form, please refer to:

<http://www.gov.bc.ca/assignmentofpayment>.

## Disclaimer

The procedure described may be subject to change.

## References

Section 5-26(2) of the Bylaws

Privileging Dictionaries: <http://bcmqi.ca/credentialing-privileging/dictionaries>

Diagnostic Services: <https://www2.gov.bc.ca/gov/content/health/practitioner-professional-resources/diagnostic-lab-services/diagnostic-services>

## Contacts

For accreditation related inquiries, please contact [dap@cpsbc.ca](mailto:dap@cpsbc.ca).

For ACDF inquiries, please contact [DFadmin@gov.bc.ca](mailto:DFadmin@gov.bc.ca).