

Revised GP Locum Guidelines Effective October 1, 2013

“The Provincial Locum Program is intended to facilitate the medical care to patients of eligible physicians, through the provision of funded coverage when the physician is away from their respective practice, due to illness, vacation and/or continuing medical education. It is generally accepted that a physician, while being replaced by a locum, is not providing billable services elsewhere”

Locum Physician Eligibility

- Locum physicians are required to be licensed by the College of Physicians and Surgeons of Nova Scotia.

Locum Coverage Eligibility for Family Practitioners: the following are the criteria for which the Provincial Locum Program will fund locum coverage for a Family Practitioner:

- Scheduled leave of physician for vacation, CME, maternity OR unplanned leave due to illness
- Physician located in any community outside Capital District Health Authority; and, the following communities within Capital District Health Authority: Musquoduboit Harbour, Middle Musquoduboit, Upper Musquoduboit, Jeddore, Ship Harbour, Sheet Harbour, Brooklyn, Falmouth, Kempt Shore, Newport Corner, Smiths Corner, Summerville, Three Mile Plains, Windsor, and Windsor Forks.
- Maximum 30 days coverage funded per fiscal year for each physician
- Current practices (non-CEC) located in Porters Lake and Mineville, will continue to be eligible for Locum funding until March 31, 2015, .As of April 1, 2015, these practices will no longer be eligible to receive Locum funding, unless changes to the program are approved through the MASG.
- Maximum 30 days coverage funded per fiscal year for each full time physician. Eligible coverage days will be pro-rated for part time physicians
- Locum day is defined as providing a minimum of 7.5 hours of clinical coverage. A half locum day is defined as providing a minimum of 3.75 hours of clinical coverage.

Services to be provided by locum physicians:

General Practitioners

- Family practice coverage (may include inpatient and nursing home, if part of GP normal practice)
- On-call or emergency department coverage where indicated, as requested on application form

Payment Rates

The following rates will be paid to physicians for providing locum coverage under the Provincial Locum Program:

- Minimum daily income guarantee: \$800
 - *note: physician may request payment by FFS rather than income guarantee, in which case they will receive only per diem and mileage through the Provincial Locum Program, in addition to their FFS billings*
- Top up in addition to minimum daily income guarantee will be paid based on volume of services provided, as indicated by shadow billings, if a reconciliation is requested by the locum physician.
- Per diem to cover locum physician expenses, eg food and accommodation: \$175 per day
 - Where the Locum physician commutes to the host practice from home on a daily basis, partial per diem

- will be provided (40%)
 - Where /when the DHA provides accommodation, the locum physician will only be eligible to claim 40% of the per-diem rate
 - Locum physicians who travel two hours or more (one way) between their residence and the locum site are eligible to claim one additional per diem day for each locum provided. Physicians who travel four or more hours (one way) between their residence and the locum site are eligible to claim two additional per diem days for each locum provided. The additional per diem payments are for travel to and from the locum site.
- Overhead: \$210 per day payable to host practice to cover office overhead expenses;
 - *Note: where the locum physician is eligible to receive a 'top up' payment, the locum physician will receive 70% of the top up payment amount, and the host practice will receive 30% as overhead.*
 - Mileage paid within Nova Scotia at current Nova Scotia Government rate
 - Out of province locum physicians from New Brunswick and PEI may claim \$175 for each trip to Nova Scotia to offset expenses. Other out of province locum physicians may claim \$500 for each trip. Verification of travel may be requested.
 - Bridge/road tolls within Nova Scotia will be reimbursed as required

Program Administration

- An application form will be completed and signed by the locum physician and the host physician/practice and submitted to MSI. All program related forms can be found at www.medavie.bluecross.ca/msiprograms. Completed forms can be faxed to MSI at 496-3060 (toll free: 1-855-350-3060) or emailed to Locumprogram@medavie.ca. Contact MSI at (902) 496-7104 with any enquiries.
- Approval/decline of locum application by MSI within 2 working days with notification of locum physician and host physician/practice (approval by MSI is conditional on granting of license by College of Physicians and Surgeons of Nova Scotia)
- If approved, submit a completed MSI Provider Business Arrangement Form and void cheque to the MSI Provider Coordinators, if your banking information is not on file with MSI.
- If the locum physician chooses the guaranteed daily rate as the preferred payment option, the locum physician will receive a locum shadow billing business arrangement (BA) number from MSI if a locum shadow billing BA number has not already been assigned. The shadow billing BA number is to be used to submit shadow billings. Payment through the Provincial Locum Program can only be provided where the locum physician has obtained a locum shadow billing arrangement number.
- The locum physician will prepare shadow billings for all services provided; the host physician/practice will provide administrative support for shadow billing.
- At the end of the locum, or on a weekly basis, the locum physician will submit a completed Claim Form to MSI for payment.
- MSI will verify the Claim form and make the payment(s).
- At the end of the locum, if the locum physician or host physician believes services provided exceed the value of the guaranteed daily rate over the course of the locum, they can apply for a 'top up' payment by contacting MSI and requesting a 'reconciliation' of payment.

Shadow billing:

- The provision of shadow billings is critical to the budget of the Provincial Locum Program, as the total amount of shadow billings is charged to the FFS cost centre. The locum program is only charged for the difference between the shadow billings and the guaranteed daily rate.

For General Practice locums, the office of the host physician is expected to provide administrative support to the locum physician for shadow billing. Payment for the minimum daily guarantee for locum services will be subject to receipt of shadow billings.