

Psychiatry 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 Psychiatry: the following are the criteria for which the Provincial Locum Program will fund locum coverage for Psychiatry:

- Scheduled leave of physicians for vacation, CME, maternity OR unplanned leave due to illness; OR, coverage for a position that has been vacated within the previous six months where an ongoing core service is being provided, OR, weekend coverage.
- Coverage for DHAs 1-8
- Coverage provided for services in a Regional hospital for physician groups that have an approved facility on-call rotation of 5 or fewer physicians
- Maximum 30 days funded coverage for each full time physician or vacant position per fiscal year; except 45 days coverage for physicians where they are the solo practitioner. The number of eligible coverage days will be pro-rated for part time physicians.
- Note: Psychiatrists with an active clinical practice will not be funded through the locum program to cover services within their own DHAs.

Payment Rates

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

- An hourly rate will be paid through the District Psychiatry Program in keeping with the guidelines for that program. Program guidelines provide different rates for certified and non-certified psychiatrists. Arrangements for payment of this rate will be made by the District Health Authority in which the locum is provided, through MSI.
- 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.
- 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 Chief of Staff of the host DHA, 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 Chief of Staff of host DHA (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.
- 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 for payment of per diem and mileage.