

## Health Authority Travel Program Guidelines

Effective July 24<sup>th</sup>, 2023

### Physician Eligibility

- Physicians are required to be licensed by the College of Physicians and Surgeons of Nova Scotia and privileged by a health authority (NSH or IWK).

### Goal of the program

- Compensate physicians for travel and expenses incurred during travel when **required** by the health authority to provide clinical service delivery.

### Coverage Guidelines

- For family physicians and specialists, when a physician is required by a health authority in writing to travel for work, other than to the Physician's regular work site(s) or as part of the physician's regular work (as defined in the physician's offer letter or credentialing), DHW will compensate physicians for travel and expenses incurred by the physician during travel.
- A full day is defined as providing a minimum of 7.5 hours of clinical coverage, and a half day is defined as a minimum of 3.75 hours of clinical coverage.

### The Health Authority Travel Program is available:

- To provide services deemed essential by the health authority that requires a physician to work outside of their regular work site(s). This includes health authority requested travel/approved satellite clinics, health authority-endorsed hub & spoke models, and functional redeployment as requested by the health authority (e.g. OR time, requested redeployment, etc.).
- All other travel requested by a health authority.

### The Health Authority Travel Program is not available:

- For instances where the Locum Program is applicable (short-term vacancies)
- For providing service coverage at your regular work sites.

## Payment Rates

### Travel

- When a physician is required by a health authority in writing to travel for work, other than to the physician's regular work site or sites or as part of the physician's regular work, DHW will compensate physicians for travel and expenses incurred by the physician in the course of travel as follows: Kilometrage from the physician's residence or regular work site (whichever is closer to the required non-regular work site) to the required non-regular work site, and return, at the then-prevailing Nova Scotia Government kilometrage rate (unless the health authority has provided a rental car for physician's use).
- Per diem of \$100 per day for full-day coverage; and \$50 for half-day coverage.
- Accommodations at 100% to a maximum of \$300 per night, receipts of which must be provided to be eligible for reimbursement.
- Travel time at \$100 per hour up to a maximum of 10 hours return (5 hours each way) per week.
- No travel time or expenses are payable for travel that is less than one hour total travel time roundtrip or for travel outside of Nova Scotia.

### Process

- The health authority will identify the approved satellite clinics, hub-spoke models, etc. that are approved in writing as well as the physicians participating in each of those programs. The details will be provided to Medavie in writing (email).
- The health authority will add/remove physicians/programs from the list via written (email) communication to Medavie.
- Claims will be submitted directly by the participating physicians to Medavie, and processed for payment if they are verified through the health authority.