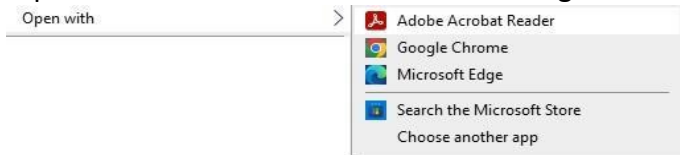


Thank you for your interest in LFM! To initiate the signing process for your LFM contract, please complete the [Schedule A: Contracted Activities Template](#) and submit to Doctors Nova Scotia and the Department of Health and Wellness by following the process detailed below.

Technical instructions

- 1. The documents **must be filled out electronically** as there are calculated fields that populate automatically. The form **only functions in Adobe Reader (free) or Adobe Acrobat (paid)**. Download the latest version of Adobe Reader for free here: <https://get.adobe.com/reader/>.
- 2. The documents **will not function if they are previewed in a browser or viewed using any software other than Adobe Reader or Acrobat**. The forms must be downloaded, saved, and then opened with Adobe Reader or Acrobat. Right click on the file and select ‘Open with’



Populating the Contracted Activities template

- 1. Make sure you have your **MSI Provider Number** and **License number** with the [College of Physicians and Surgeons](#) in Nova Scotia. If you do not have a provider number, or are unsure what yours is please visit [MSI - Physician Registration](#) – and complete or update your registration. **DHW cannot issue contracts without an MSI Provider Number and CPSNS License number**
- 2. Populate **all fields** in the document. Note that populating the Last Name field populates your name throughout the document.
- 3. Populate your **yearly** non GPEW premium eligible hours, **yearly** GPEW eligible hours, and weeks fields. The minimum commitment for physicians under LFM is **46 weeks of service** per fiscal year (1-April to 31-March). Note that that populating these fields automatically calculates your clinical hours per week and the clinical support services section. **Hours worked in evenings and weekends only qualify for the GPEW premium if they include direct patient care.**
- 4. Populate your sample practice schedule. The **total number of hours should match the calculated weekly hours field**. The form calculates how many hours you have left to fill in.
- 5. **Provide additional details** on how you will provide after hours or community support.
- 6. Use an **E-Signature** to sign the document.
- 7. The document is now locked and can no longer be edited.

Submitting your Contracted Activities

- 1. Send the document to your DNS representative, copying LFMfunding@novascotia.ca and **include your desired start date. The start date should be no less than 4 weeks from the date of submission of your Contracted Activities form**. Please do not send printed or scanned copies, only the original electronic documents can be accepted.

Central Zone	Jennifer Girard < jennifer.girard@doctorsns.com >
Western Zone	Noelle Moulaison < noelle.moulaison@doctorsns.com >
Eastern Zone	Ryan Brown < ryan.brown@doctorsns.com >
Northern Zone	Lindsey Mattinson < lindsey.mattinson@doctorsns.com >

- 2. Your request to join LFM has been initiated, and the LFM team at the Department of Health and Wellness will be in touch to help you complete your LFM contract.

Don’t hesitate to reach out to your DNS representative or LFMfunding@novascotia.ca if you have any questions or concerns.