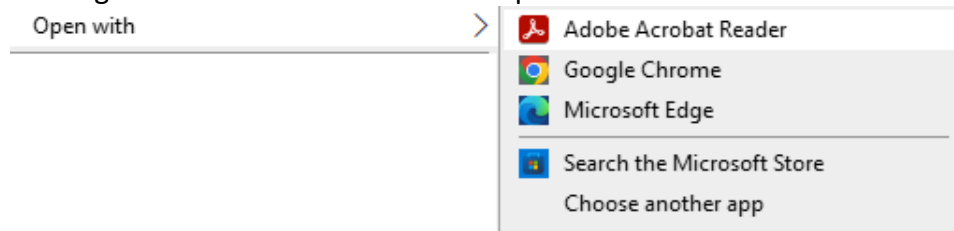


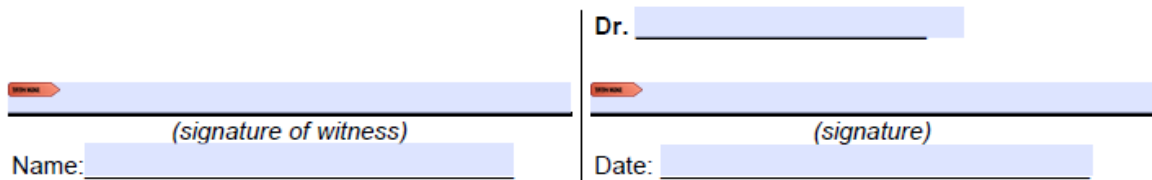
## Technical instructions

1. The documents must be filled out electronically since 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 and signing the Contract

1. Navigate to page 9 paragraph 10.1 and populate your start date.
2. Navigate to page 15 and populate your full legal name in the Dr. \_\_\_\_\_ field. This action populates your name throughout the rest of the contract.
3. Use an E-Signature to sign and date the second signature field, below the Dr. \_\_\_\_\_ field <https://www.adobe.com/acrobat/guides/online-signature-generator.html#how-to-generate-an-online-signature>
4. Have a witness sign and date next to your signature.



5. The document is now locked and can no longer be edited.

## Populating the Contracted Activities

1. Populate all fields in the document. Note that populating the Last name field populates your name throughout the document.
2. Populate your **yearly** non GPEW premium eligible hours, yearly GPEW eligible hours, and weeks fields. 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.**
3. 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.
4. Use an E-Signature to sign the document.
5. The document is now locked and can no longer be edited.

## Submitting your Contract and Contracted Activities

1. Do not worry about merging the Contract and Contracted Activities documents. We will do it on our end.
2. Send the document to your DNS representative, copying [psaccountability@novascotia.ca](mailto:psaccountability@novascotia.ca). 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> |
| Northern and Eastern Zones | Ryan Brown <ryan.brown@doctorsns.com>             |

3. The signing process is now initiated.