

Revised GP Locum Guidelines Effective July 1, 2010

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

Payment Rates

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

- Minimum daily income guarantee: \$700
 - *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
- Per diem to cover locum physician expenses, eg food and accommodation: \$150 per day
- 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 at current Nova Scotia Government rate

Program Administration

- An application form will be completed and signed by the locum physician and the host physician/practice and submitted to Physician Services.
- Approval/decline of locum application by Physician Services within 2 working days with notification of locum physician and host physician/practice (approval by Physician Services is conditional on granting of license by College of Physicians and Surgeons of Nova Scotia)
- The locum physician must contact MSI (Betty Foster 496-7107 or Emily Pelley 496-7560) prior to starting the locum to receive a locum shadow billing arrangement number, and to provide their banking information. 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 Physician Services for payment.
- Physician Services will verify the Claim Form and submit to MSI for payment
- 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 Physician Services 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. Payment for the minimum daily guarantee for locum services will be subject to MSI receipt of shadow billings.