

Northern Specialist Locum Programs Frequently Asked Questions

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Am I eligible to locum through the Northern Specialist Locum Programs (NSLP)?

To be eligible to participate as a locum, the following requirements must be met:

1. Registered with the CPSO
2. Registered with the RCPSC / CFPC (for applicable GP specialties only)
3. Evidence of medical practice protection coverage (i.e. CMPA membership)
4. Hospital privileges
5. Active OHIP billing number

How do I apply to participate with NSLP and set up a locum assignment?

All NSLP locums are arranged directly between the locum physician and the community. To schedule an assignment, please review all available NSLP locum opportunities on [HFOJobs](#) and contact communities directly for scheduling.

Search physician opportunities and select 'Locum – NSLP' as the 'Job Type' to view available locum opportunities through the program. Once you've scheduled a locum assignment, the community will contact NSLP directly for approval. In advance of the first scheduled locum assignment, locum physicians are required to submit the [Application for Northern Specialist Locum Programs Form](#) and [Confirmation of Banking Form](#) as well as a void cheque for direct deposit of payments.

How do I set up/change my mailing address and/or banking information for direct deposit?

Changes to your mailing address can be made by emailing norspec@healthforceontario.ca. Please list your previous address, your updated address, your full name, and CPSO number.

For changes to banking information, physicians are required to submit an updated [Confirmation of Banking Form](#) along with a void cheque for the new account. This documentation can be submitted via fax (416-874-4075)/email (norspec@healthforceontario.ca) or post.

HealthForceOntario Marketing and Recruitment Agency
Operations Coordinator
Northern Specialist Locum Programs

163 Queen Street East,
Toronto, ON M5A 1S1

Please note, for NSLP to deposit funds to a corporate bank account, the corporation must be registered with the CPSO.

What is the difference between assignments approved through the urgent and respite locum tenens programs?

Approved assignments through the Respite Locum Tenens Program are eligible for travel and accommodation expense reimbursement only. Approved assignments through the Urgent Locum Tenens Program are eligible for work/travel fees (i.e. sessionals, honorarium) in addition to travel and accommodation expense reimbursement.

How do I know if my locum is approved through the Respite Locum Tenens Program or Urgent Locum Tenens Program?

Communities accessing locum support through NSLP should inform locum physicians in advance if their locum assignment will be approved through the urgent or respite program. If the community has not provided this information, please follow up with the scheduler in the community who arranged your locum assignment.

I've completed my locum. Where can I submit my expense claim and receipts?

Completed NSLP expense claims and all original receipts should be mailed to:

HealthForceOntario Marketing and Recruitment Agency
Operations Coordinator
Northern Specialist Locum Programs
163 Queen Street East,
Toronto, ON M5A 1S1

Please note: all expense claims must be completed in full; this includes listing work hours for each work day in the community, signing and dating the expense form, and attaching original receipts for expense reimbursement. Incomplete claims will not be processed and will result in payment delays.

When can I expect my expense claim to be reimbursed?

Locum physicians can expect funds to be deposited four to six weeks from the date a complete Specialist Locum Physician Expense Form and all original receipts are received by our office. Incomplete claims will result in payment delays and will not be reimbursed in the four- to six-week timeframe. Deposit slips are sent to locum physicians (via email) once payments are complete and should be reviewed upon receipt.

I've received my payment and noticed discrepancies on my deposit slip. What does this mean?

Please review the comments provided for all discrepancies on the deposit slip, your expense claim form, and the claim guidelines prior to contacting NSLP. If additional information or documentation is required, please forward to NSLP via fax/email/post to be reviewed for an additional payment.