

Rural Family Medicine Locum Program Claiming Guidelines

Locum Remuneration:

The expense form and original receipts (if applicable) in the locum physician's name should be submitted to HFO MRA within 30 days after completion of the assignment. Rural Family Medicine Locum Program (RFMLP) expense claims must be submitted within six months of the date of service. Claims not submitted within this time frame will not be eligible for reimbursement. Enter expenses, explanation and identification data as indicated. Submit one expense form for each authorized assignment. For multiple assignments with shared travel and accommodation expenses, one expense form may be submitted, identifying all expenses, but separate forms must be submitted to claim daily stipend. Original receipts must be submitted for all applicable claims; ensure that you retain a copy of the receipts as originals will not be returned. Please note that all submitted expense claims will be verified, thus a note of explanation should be included if the claim does not meet these guidelines. While payments are issued on a weekly basis, RFMLP requires up to four weeks to process expense claims. Missing or incomplete documentation may delay the payment process. A deposit slip outlining details of the payment will be sent to the locum physician once the payment is fully processed and deposit confirmed.

For first-time claimants, please include a blank voided cheque for the bank account in which your deposits are to be made. Banking information will remain in effect until HFO MRA is advised that there is a change and a blank voided cheque for the new account is provided. You are encouraged not to close the old account until at least one deposit has been made into the new account.

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Stipend by Practice Model	Rate / Day
Rural and Northern Physician Group	\$800.00
Family Health Network and Family Health Organization	\$700.00
Fee for Service and Family Health Group	\$600.00

Premiums on Stipend	Rate / Day
RIO2008_Basic score less than 60	None
RIO2008_Basic score greater than or equal to 60 and less than 75	\$50.00
RIO2008_Basic score greater than or equal to 75	\$100.00

Travel Stipend (one way)	Rate / Trip
Less than 2 hours of travel	None
2 to 4 hours of travel	\$300.00
Greater than 4 hours of travel for a placement less than 4 days	\$300.00
Greater than 4 hours of travel for a placement 4 days or longer	\$500.00

*Travel stipend is claimed on days which are not part of the assignment. A maximum of one round-trip (1 day travel each, to and from the assignment) may be claimed:

Expenses:

Personal Vehicle: Most direct route to and from the assignment will be reimbursed at a rate of \$0.44 per km in Ontario (mileage rate includes fuel and maintenance costs of the vehicle). Travel associated with the provision of medical services in the community during the assignment will be reimbursed at the same rate.

Airfare/Bus/Train: Economy class travel in Ontario to and from the assignment will be fully reimbursed. Travel insurance is not eligible for reimbursement. Original receipts must accompany the claim; please include all pages of airline tickets. Travel to/from out-of-province will be prorated from the nearest point of entry to Ontario.

Rental Car: The cost of an economy rental car, or a maximum rental rate of \$50/day (before taxes), for the duration of the assignment will be reimbursed. Where the rental period extends beyond the assignment dates and/or where a non-economy class type has been rented, the reimbursement may be adjusted accordingly. During winter conditions (October 1 to April 30) the cost of a four wheel drive vehicle will be allowed.

Fuel purchases made within the duration of the assignment may be claimed when a rental car is used. Original receipts must accompany the claim.

Taxi/Parking: Charges for taxis and parking associated with the assignment will be reimbursed. Original receipt(s) with travel date(s) and vendor information must accompany the claim.

Use of Non-Commercial Transportation: Travel expenses including travel stipend are applicable to the following modes of transportation: personal vehicle, rental car, bus, train, commercial airlines and common carriers. Excluded modes of transportation include, but are not limited to, non-commercial, privately owned, personal chartered or leased aircraft and recreational vehicles (snowmobile, boat, bicycle, etc).

Accommodation: Single occupancy accommodation up to \$120 per night (before applicable taxes) in a hotel/motel/B&B/commercial rental property for the duration of the assignment will be reimbursed. The original receipt confirming payment, in the locum physician's name, identifying the vendor's name and address, date of payment, duration of stay (including specific dates), amount paid and method of payment must accompany the expense claim. Other miscellaneous charges will not be reimbursed. When required, accommodation for one night before and one night after the assignment will be allowed. Gratuitous lodging: private stays with family, friends or colleagues are encouraged; \$30 per night will be reimbursed and no receipt is required.

ACLS and ATLS Course Reimbursement: Locum physicians may be reimbursed for ACLS and ATLS course certification fees by participating in at least one RFMLP approved locum assignment within one year of the course date. A copy of the ACLS/ATLS certificate and original payment receipts are to be submitted along with a Locum Physician Expense Claim form to the RFMLP program for payment processing. Please note only ACLS/ATLS courses and fees are eligible; other related courses such as PALS, as well as additional expenses such as course material/textbooks are not eligible for reimbursement.

Submitting Claims & Questions

Please ensure that you print your name and contact information and sign the claim prior to sending the Expense Form with original receipts (if applicable) to: Operations Coordinator, Rural Family Medicine Locum Program, 163 Queen St. East, 2nd Floor, Toronto, Ontario, M5A 1S1. Questions should be directed to the Operations Coordinator at 1-800-596-4046 extension 3 or locum@healthforceontario.ca or via fax at 1-866-535-2694. General information is also available online via HealthForceOntario.ca/locums