

RURAL FAMILY MEDICINE LOCUM PROGRAM'S (RFMLP) CLAIMING GUIDELINES

Information for Rural Physicians:

All RFMLP administered locum assignments will be requested in advance by the participating rural physician via the Application to Acquire Locum Service. A contract will be issued by HealthForceOntario Marketing and Recruitment Agency (HFO MRA) to be signed by the rural, lead (if applicable) and locum physicians and returned to HFO MRA for approval minimally 2 weeks prior to the commencement of locum coverage. Missing or incomplete contracts will delay locum assignment administration and physician payments.

Locum Remuneration:

The expense form, original receipts (if applicable) and an evaluation form should be submitted to HFO MRA within **30 days** after completion of the assignment. 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. Only one evaluation form is necessary, even if it covers multiple locum assignments. 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 forms will be verified thus, a note of explanation should be included if the claim that does not meet these guidelines. While expenses are processed on a weekly basis, RFMLP requires up to four weeks to process expense claims. Missing or incomplete documentation such as **original** receipts and/or the locum/rural physician evaluation form(s) 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.

Expenses:

STIPEND: Rural and Northern Physician Group	\$800/day
Family Health Network and Family Health Organizations	\$700/day
Blended Salary Model Family Health Team	\$600/day
Fee for Service and Family Health Group	\$600/day

PREMIUMS ON STIPEND

RIO2008_Basic score less than 60	none
RIO2008_Basic score greater than or equal to 60 and less than 75	\$50/day
RIO2008_Basic score greater than or equal to 75	\$100/day

TRAVEL STIPEND 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:

Less than 2 hours of travel per trip (one-way)	none
2 to 4 hours of travel per trip (one-way)	\$300
Greater than 4 hours of travel per trip (one-way)	\$500 for a placement 4 days or longer <u>or</u> \$300 for less than 4 days

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 (or last page of the airline ticket) will accompany the claim. 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 another equivalent class type, 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-April) 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, provided that the fuel purchase is not already included in the car rental cost. Original receipts will 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 will 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 including 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 type of accommodation must accompany the expense claim. Movies, mini-bar, telephone, meals and other miscellaneous charges will not be reimbursed. When required, accommodation for one night before and one night after the assignment will be allowed. Claims are not covered when staying at a private residence.

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, 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 www.HealthForceOntario.ca/locums