

Northern Specialist Locum Programs (NSLP): Clarification of Claiming Guidelines for Physicians

Eligibility to claim work sessional payments through NSLP

- Locum physicians cannot claim sessionals on days they bill fee-for-service to OHIP or receive fee-for-service funds.

Eligible travel time reimbursement – Travel sessionals

Travel time is calculated by using the following parameters:

- Travel time is reimbursed at the beginning and end of **approved** assignments.
- The minimum necessary travel time to/from a locum community is eligible for reimbursement.
 - Proration of travel time will be based on the flight itinerary of the most direct route from the physician's home base to the locum community.
 - Physicians choosing alternative transportation will be reimbursed the flight time equivalent (mileage for out-of-province travel will also be reimbursed up to a cost not exceeding the flight cost equivalent).
- A physician travelling by air may include up to 90 minutes prior to the flight departure when calculating travel time. Arrival time is when a physician arrives at his/her locum accommodation or the locum assignment location (i.e. hospital, clinic).
- Physicians who travel overnight may claim for actual time travelled. In the event a physician stays overnight to rest while en route to/from a locum assignment, travel time will cease when the physician arrives at the accommodation and will recommence the following day when the physician resumes travel.
- Physicians leaving the community during an approved assignment will not be eligible for travel time sessionals. However, physicians will be eligible to receive airfare reimbursement for one return trip home during assignments that include a minimum of 10 work days (e.g. on a weekend).

Eligible number of stopover days when travelling to/from a locum community

- Flights with stopovers will be reimbursed the comparable cost of a regular non-stopover flight.
- The maximum length of a stopover while travelling by plane to or from a locum community is 4 days. (Stopovers of more than 4 days will be assessed on a case-by-case basis)

Eligible travel time – Honorarium

- For overnight travel, a minimum of 3 hours per calendar day is required to claim the honorarium (e.g., a physician arriving home from a locum assignment at 2 am is ineligible for the honorarium for the second day of travel but a physician arriving home at 3 am is eligible).

Eligible transportation

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

Eligible economy flights

- NSLP reimburses Tango or Tango Plus flights only. For physicians currently flying Latitude, NSLP will reimburse additional fees associated with work related flight changes (i.e. cancelled/rescheduled locum assignments).
- A maximum of \$1500 (incl. taxes) with receipt will be reimbursed for out-of-province economy class **return** flights.

Eligible car rentals

- Car rentals will be reimbursed at a maximum rate of \$50/day (plus taxes) with receipt. (Higher rates will be reimbursed if it is the only car available at time of booking).
- Full size car, SUV and minivan rentals that exceed this daily rate will be eligible for reimbursement between October 1 and April 31 only (due to driving conditions during winter months).

Eligible accommodations

- Physicians will be entitled to a maximum of \$150/night (plus taxes) with receipt for single-occupancy standard rate room accommodations. (Higher rates will be reimbursed if it is the only room available at time of booking).