



Countdown To Practice

Transition into Practice Services (TiPS)

HealthForceOntario Marketing and Recruitment Agency

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Introduction

HealthForceOntario Marketing and Recruitment Agency (HFO MRA) gratefully acknowledges its health-care partners and colleagues' contributions to the information contained in the Transition into Practice Service (TiPS) modules. The Countdown to Practice module offers medical residents a step-by-step guide for transition into practice. More detailed and comprehensive information on many topics can be found in specific Transition into Practice Service (TiPS) modules:

Finding Your Ideal Practice

Offers medical residents, relocating physicians, and practising physicians information and resources to assist with the job search and employment process.

Teaching as Part of Your Practice

Offers information on how to integrate teaching and mentorship into your general or specialty practice in Ontario.

Providing Locum Coverage in Ontario

Offers physicians best practice tips and resources for providing locum coverage in Ontario.

Physician Well-Being

Offers medical residents, graduates, and practising physicians information on resources and strategies for maintaining work-life balance.

Physician Resources

This module is a compilation of physician resources from a wide variety of topics that are relevant to practising medicine in Ontario.

The Business Side of Medicine

Offers medical residents and new graduates information on professional, practical, and personal considerations when setting up a practice in Ontario.

Compensation, Incentives and Benefits

Provides medical residents, graduates, and practising physicians information on the various primary care and specialty payments offered to physicians practising in Ontario.

Overview

After many years in training, you are only 12 months away from your practice. There is a lot to consider during the transition-to-practice period and many important steps to take. HealthForceOntario Marketing and Recruitment Agency (HFO MRA) will help guide you through all the necessary paperwork and steps before you begin to practise independently.

Countdown to Practice Checklist: Final Year of Residency

Timeframe	Tasks
Nine to 12 months from completing residency	<ul style="list-style-type: none"> <input type="checkbox"/> Refresh and update your CV <input type="checkbox"/> Start your job search <input type="checkbox"/> Investigate the Restricted Registration Program, if applicable
Six to nine months from completing residency	<ul style="list-style-type: none"> <input type="checkbox"/> Research and apply for positions <input type="checkbox"/> Get financial advice and insurance
Three to six months from completing residency	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain an independent practice license from the College of Physicians and Surgeons of Ontario (CPSO) <input type="checkbox"/> Start discussions and site visits
Zero to three months from completing residency	<ul style="list-style-type: none"> <input type="checkbox"/> Become a member of the Ontario Medical Association (OMA)
After residency	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain a billing number from the Ontario Health Insurance Plan (OHIP) <input type="checkbox"/> Enroll in the Medical Claims Electronic Data Transfer (MC EDT) Internet service <input type="checkbox"/> Update your Canadian Medical Protective Association (CMPA) Insurance <input type="checkbox"/> Obtain hospital privileges <input type="checkbox"/> Investigate the Medical Liability Protection Reimbursement Program <input type="checkbox"/> Register with Workplace Safety and Insurance Board (WSIB) <input type="checkbox"/> Register for Interactive Voice Reponse (IVR)

Your Regional Advisor is available to assist you with any of the steps.

Nine to 12 Months from Completing Residency

Refresh and Update Your CV

Early in the process, you can start to update your CV. This may seem like a daunting task because you probably have not looked at it since the CaRMS match. Don't worry. HFO MRA has templates to assist you. Please visit the [Finding Your Ideal Practice](#) module for further information.

Consider Your Job Search Criteria

Start thinking about your job search early in your final year of residency. If you are in a more competitive specialty, you may want to start earlier. Regardless of when you start your search, begin by considering the type of practice you want to establish in the future. Please visit [Finding Your Ideal Practice](#) for more information.

Participate in the Restricted Registration Program

"Restricted Registration" is a certificate of Restricted Registration offered by the College of Physicians and Surgeons of Ontario (CPSO) to residents who meet agreed upon criteria. The Council of Ontario Faculties of Medicine have defined "restricted registration" as: "Residents registered in post-graduate medical education programs leading to certification with the Royal College of Physicians and Surgeons of Canada or the College of Family Physicians of Canada who provide clinical services for remuneration outside of the residency program."

Residents must be enrolled in a participating post-graduate program at an Ontario school of medicine to be eligible to take part in the Restricted Registration Program and at minimum must:

- Have successfully completed and passed the MCCQE Parts I and II
- Have completed 18 months of residency training
- Be in good academic standing
- Be actively involved in your residency training program (not on leave).



Quick TiPS

Restricted Registration

Criteria for resident participation is determined by each school and program, and is based on the resident's performance to date, in addition to a program assessment of ability to perform semi-independently. The resident's supervising physician, the Program Director and the Post-Graduate Dean at the resident's medical school are integral in the approvals process.

Additional details on the Restricted Registration Program, such as participating medical programs, training sites and the application process, can be found on the [Restricted Registration website](#).



Six to Nine Months from Completing Residency

Research and Apply for Positions

Many resources are available to assist with your job search. Please see the [Finding Your Ideal Practice](#) module for details on researching and applying for practice opportunities in Ontario.



Quick Tips

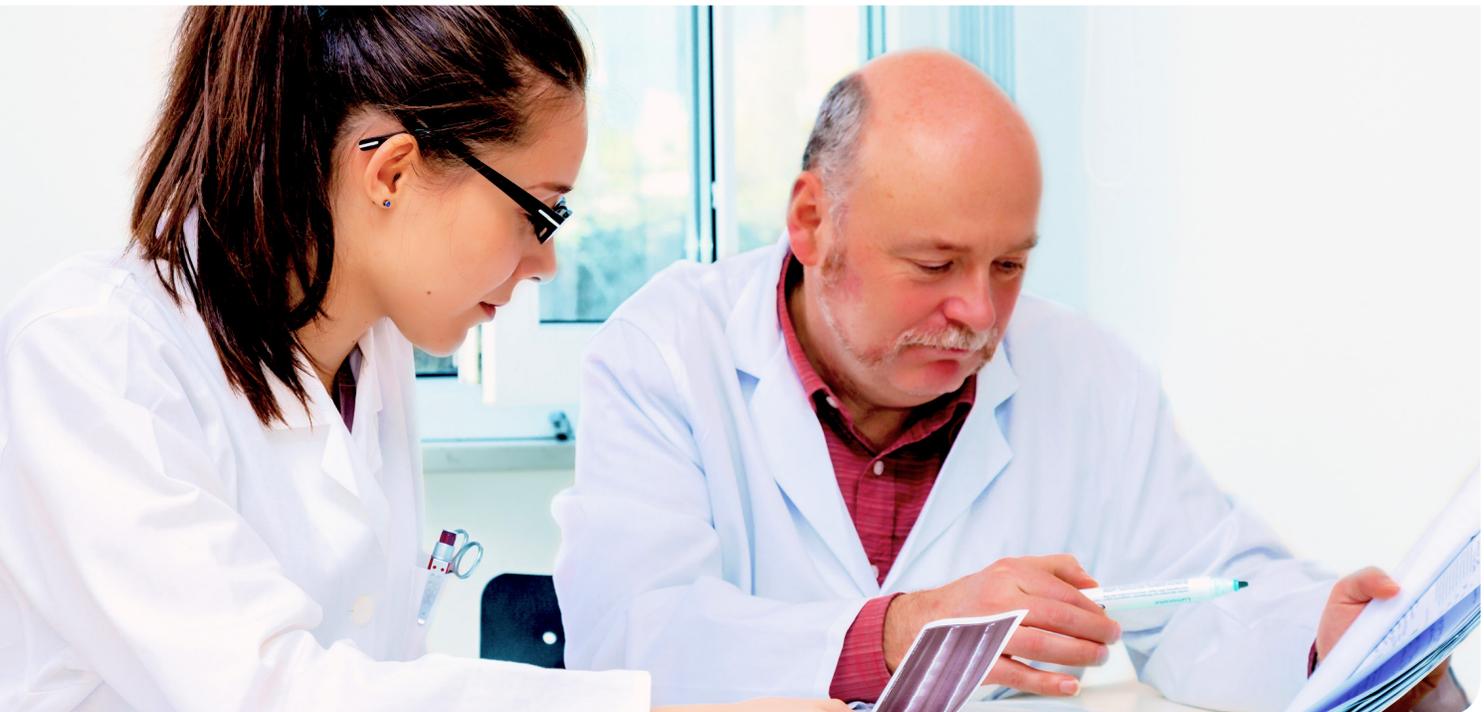
Sign up for [HFOJobs](#) while you are still in training to get a sense of the changing (or steady) job market in your specialty.

Financial Advice and Insurance

If you have not already done so, speak to a financial advisor early in your final year of residency. Also consider speaking with an accountant to begin discussions regarding your professional and personal financial needs. Depending on the specialty and the practice type you choose, there may be costs associated with starting a new practice. In addition, you might start practising before you receive your OHIP billing number and collect your first payment. A financial advisor can help you plan for this transition period.

Also, when you transition to practice, you will no longer be covered by the PARO-CAHO Collective Agreement (or the relevant collective agreement in your current province/territory). Start researching the various insurances that will be required once you begin independent practice (life, disability, house, car, income, professional overhead, etc.)

For more information on financial advice and insurance, please see [The Business Side of Medicine](#) module.



Three to Six Months from Completing Residency

Obtain Your Independent Practice License

Once you have completed your residency training in Ontario, you must apply to the College of Physicians and Surgeons of Ontario (CPSO) to obtain your independent practice license before you start to practise.

If you are an off-cycle resident and have completed your post-graduate training (i.e. taking your exams in the fall), you may apply for a restricted license while you wait for your test results. You will require a supervisor while practising under a restricted license. This is a very common practice. All applications submitted under this policy to the college require review and approval from the CPSO registration committee.

Here are some helpful tips and resources:

- Access your application from the CPSO. During spring and summer, the CPSO website posts a special independent practice application specifically for final-year residents in Ontario.
- Apply **at least 3 months** before your appointed start date to receive your license in time. (Apply by the end of April if you plan to begin practising on July 1.)
- Follow the instructions on the form to submit your application and payment to the CPSO.
- If you have any questions, contact the CPSO Registration Department at: 416-967-2623 or toll-free 1-800-268-7096, ext. 617.

Start Discussions and Site Visits with Clinics/Hospitals

If you are considering a Northern or rural community, the Ministry of Health and Long-Term Care (MOHLTC) administers a program that may assist you with site visits.

The Community Visit Assessment Program provides reimbursement for travel and accommodation expenses incurred by a health-care professional and his/her spouse within Ontario, for the purpose of assessing practice opportunities in an eligible community.

Community eligibility for the Community Assessment Visit Program is based on a Rurality Index for Ontario (RIO) score, a measure of rurality used to direct funding to Northern and rural communities.

Learn which communities are eligible.

Read additional information about the **Community Assessment Visit Program**.



Quick Tips

Obtain Your Independent Practice License

- ✓ Pre-requisite: successful completion of exams (CCFP or RCPSC)
- ✓ Requirement to Practice in Ontario: Yes



Zero to Three Months from Completing Residency

Become a Member of the Ontario Medical Association

The Ontario Medical Association (OMA) represents the political, clinical and economic interests of the province's medical profession. Practising physicians, residents, and students enrolled in any of the six Ontario faculties of medicine are eligible for OMA membership. The application form can be found at [OMA Registration](#).



Quick TiPS

Become a Member of the Ontario Medical Association

✓ Requirement to Practice in Ontario: Yes



After Residency – Transitioning into Practice

Obtain Your Billing Number

It's time to get paid for your clinical expertise and medical advice. For this to happen, you must obtain a billing number from the [Ontario Health Insurance Plan \(OHIP\)](#). This will enable you to track and receive payment for consultations and procedures.

You can only apply for a billing number once you have received your independent practice certificate from the CPSO. The good news is you can actually start practising while you wait for your billing number, provided you have your CPSO independent practice license. Keep track of your billings and submit them once you have received your OHIP number. Remember, you can bill up to **six months retroactively**.

Enroll in the Medical Claims Electronic Data Transfer Internet Service

All Ontario health-care professionals and groups with a claim submission billing number are required to register for and enroll in the Medical Claims Electronic Data Transfer (MC EDT) Internet Service.

New physicians receiving their OHIP billing number will automatically receive a welcome letter from the ministry including the information they require to register for MC EDT claims submission.

The Service Support Contact Centre can provide assistance at 1-800-262-6524.

For more information, please visit [Publications – OHIP and OHIP Bulletins](#).



Quick TiPS

Obtain Your Billing Number

- ✓ Pre-requisite: CPSO Independent Practice License
- ✓ Requirement to Practice in Ontario: Yes



Quick TiPS

Medical Claims Electronic Data Transfer

- ✓ Pre-requisite: CPSO Independent Practice License and OHIP Billing Number
- ✓ Requirement to Practice in Ontario: Yes



Quick TiPS

Here are additional tips and resources:

- OHIP's *Schedule of Benefits and Fees* and the Section on General and Family Practice of Ontario's comprehensive and up-to-date *Billing & Practice Guide for General and Family Physicians* in the [Compensation, Incentives, and Benefits](#) module.
- CMA's *Practice Management Modules*, including [Physician remuneration options](#).



Update Your Canadian Medical Protective Association Insurance

The Canadian Medical Protective Association (CMPA) provides its physician members with medico-legal advice, risk management education, and legal assistance related to their clinical practice.

You may update your CMPA insurance if you are a graduate in medicine and licensed or registered by a Canadian provincial/territorial medical regulatory (licensing) authority such as the CPSO.

There are two ways to update:

1. Using an [online application form](#),
- OR
2. [Printing an application form](#) from the website and faxing it to 613-725-1300 or toll-free to 1-877-763-1300.

More information on how to update your [CMPA insurance](#) is available online.

Before you begin to practise independently, be certain your CMPA membership status and type of work (TOW) information is correct and you are paying the appropriate fees for your TOW code.



Investigate the Medical Liability Protection Reimbursement Program

You may be able to get part of your CMPA fees reimbursed. Under an agreement with the OMA, the Ontario government reimburses part of CMPA fees for certain specialties. Contact the ministry for more information at 1-888-805-9877 or visit the [Medical Liability Protection Reimbursement Program](#) website to learn about program requirements, payment options, and program schedule.



Quick TiPS

Update your Canadian Medical Protective Association Insurance

- ✓ Pre-requisite: CPSO Independent Practice License
- ✓ Requirement to Practice in Ontario: Yes



Quick TiPS

Medical Liability Protection Reimbursement Program

- ✓ Pre-requisite: CPSO Independent Practice License
- ✓ Pre-requisite: Currently practicing in Ontario
- Requirement to Practice in Ontario: Optional

Obtain Hospital Privileges

If you plan to work in a hospital either full time or occasionally, you will be required to apply for privileges as part of the *Public Hospitals Act, 1990* and in accordance with the by-laws of the individual hospital. Specifically, hospital privileges outline the scope of practice expected of physicians providing services within the organization. The hospital administrative contact will assist you with applying for hospital privileges. Once your application and supporting documentation is submitted, it will be reviewed by the hospital and clinical leadership. On approval, you will have privileges to practise at that hospital. Many hospitals and regions are adopting common credentialing, which affords privileges across hospital sites.



Quick TiPS

Obtain Hospital Privileges

- ✓ Pre-requisite: CPSO Independent Practice License
- ✗ Requirement to Practice in Ontario: No

Register with the Workplace Safety and Insurance Board

The Workplace Safety and Insurance Board (WSIB) provides no-fault insurance and compensation for Ontarians in the event of a workplace injury or illness.

Once you have your OHIP billing number, you can register with WSIB. The WSIB provides specific resources to physicians who treat injured and ill workers. For more information and to register, visit the [WSIB](#) website.



Quick TiPS

Register with WSIB

- ✓ Pre-requisite: CPSO Independent Practice License
- ✓ Pre-requisite: OHIP Billing Number
- ✗ Requirement to Practice in Ontario: No



Quick TiPS

The WSIB provides specific resources to physicians who treat injured and ill workers.



Register for Interactive Voice Response

Interactive Voice Response (IVR) is an automated telecommunications system. The IVR system has been designed to allow health professionals to confirm the validity of a health number/version code using a touch-tone telephone. The system will respond with a message according to the information found in the MOHLTC Registered Persons Database (RPDB) and the Claims History Database (CHDB).

There are two distinct processes involved with the IVR system: registration of authorized users and user access to the system. A health professional must register to access the IVR system by completing the appropriate documentation. Once the documentation is received and authorized by the MOHLTC, the health professional can begin using the system. The only equipment required is a touch-tone telephone.

When a health professional registers for the IVR system, the ministry provides him/her with a Personal Identification Number (PIN). For confidentiality and security purposes, the health professional or his/her designate are the only people who can use this PIN.

[Read more](#) about the IVR system.

[Register now.](#)



Quick TiPS

Register for IVR

- ✓ Pre-requisite: CPSO Independent Practice License
- ✓ Pre-requisite: OHIP Billing Number
- ✗ Requirement to Practice in Ontario: No



Conclusion

Now that you have an understanding of the steps to help you transition into practice in Ontario, be sure to review our additional TiPS resources:

- [Finding Your Ideal Practice](#): Offers medical residents, relocating physicians, and practising physicians information and resources to assist with the job search and employment process.
- [Providing Locum Coverage in Ontario](#): Offers physicians best practice tips and resources for providing locum coverage in Ontario.
- [Compensation and Incentives](#): Offers information on the compensation and financial incentives available to physicians practising in Ontario.
- [Teaching as Part of Your Practice](#): Offers information on how to integrate teaching and mentorship into your general or specialty practice in Ontario.
- [The Business Side of Medicine](#): Offers medical residents and new graduates information on professional and personal considerations when setting up a practice in Ontario.
- [Physician Well-Being](#): Offers medical residents, graduates, and practising physicians information on resources and strategies for maintaining work-life balance.
- [Physician Resources](#): A compilation of important resources and links related to practising medicine in Ontario.



For more information, contact your [Regional Advisor](#) or email practiceontario@healthforceontario.ca.

Available in accessible format upon request: www.healthforceontario.ca/acs