

**MINISTRY OF HEALTH AND LONG-TERM CARE**  
**Primary Health Care and Family Health Teams**

**Fact Sheet**

**Title: Family Health Group Locum Physician**

**Date: December 2007**

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The Ministry of Health and Long-Term Care (the Ministry) and the Ontario Medical Association (OMA) have agreed that Locum Physicians may be affiliated to Family Health Groups (FHGs) and earn, during the locum period, certain FHG incentives and premiums. Billing guidelines and information on registration are outlined below.

**Billing Rules:**

1. Physicians are eligible to be registered as FHG Locums as long as they are not signatory members to any Patient Enrolment Model (PEM).
2. Physicians are eligible to be registered as Locums with more than one PEM group providing they are meeting the obligations as agreed to with each group.
3. As per the FHG Locum Physician Declaration, FHG Locums are not eligible to enrol patients.
4. The Locum Physician must hold all FHG-related claims as of the effective date of Locum coverage until advised by the Ministry that the Declaration has been processed. Please note that FHG incentives will not be paid for any FHG-related claims that are processed prior to the Ministry receiving and processing the FHG Locum Registration. Providing that the Locum Physician has held FHG-related claims, the FHG Locum effective date will be the same as the date specified on the FHG Locum Declaration.
5. FHG locums are eligible for the following:
  - a. Fee-For-Service
  - b. Comprehensive Care Premium: this is a 10% premium on the approved amount of eligible services provided to enrolled/assigned patients of any physician in the Family Health Group.

The eligible services for this premium are:

A001A, A003A, A007A, A008A, A888A, A901A, A902A, C010A,  
C882A, G365A, G538A, G539A, G590A, G591A, K005A, K013A,  
K017A, K022A, K023A, and K030A

- c. After Hours Premium (Q012A): this is a 20% premium on the value of eligible services provided to enrolled/assigned patients of any physician in

the Family Health Group for scheduled and unscheduled services provided during a regularly scheduled After Hours Service session.

The services eligible for this premium are:

A001A, A003A, A004A, A007A, A008A, A888A, K005A, K013A and K017A

6. FHG Locums are also eligible to provide Telephone Health Advisory Services (THAS) on-call duties under the following conditions:
  - a. The Locum must be replacing one or more physicians for a limited time
  - b. The Locum must provide other clinical services to the FHG besides THAS coverage
  - c. The Locum must provide THAS coverage to only one group at a time

### **Instructions to Register**

1. The Locum physician agrees to cover a FHG physician's practice for a specific period of time.
2. The Locum physician completes and signs the FHG Locum Physician Declaration, citing start date, end date (if available) and contact information.
3. The Locum Declaration can be co-signed EITHER by the FHG Contact or the FHG physician that the Locum is replacing.
4. The Declaration is faxed or mailed to either of the following offices:  

<u>Toronto Office:</u> (416-326-4684) at	1075 Bay Street, 9 <sup>th</sup> Floor, Toronto ON M5S2B1
<u>Kingston Office:</u> (613 -536- 3222) at	80 Queen Street, 3 <sup>rd</sup> Floor, Kingston, ON K7K 6W7
5. The Declaration should be received before the Locum Physician's intended start date.
6. Once the Locum registration has been processed, Ministry staff will contact the Locum, and either the FHG Contact or the FHG physician that the Locum is replacing, to confirm registration.
7. All FHG-related Locum claims can then be submitted for processing and payment.

**For more information please contact your local Ministry office or your site team at 1-866-766-0266.**