

Locum

Quick Reference Guide

This short guide will help you understand the process of hiring a FHO locum, how payment works, and the necessary steps involved with registration.

Challenge	DoctorCare Best Practices and Recommendations
Finding a Locum	<ul style="list-style-type: none">● Locums can be found by advertising for free through Health Force Ontario● Ask within your FHO group and local community of physicians● Leverage the DoctorCare network to see if any known locums are looking for a placement
Payment Breakdown	<ul style="list-style-type: none">● The MOH distributes a locum's income as follows:<ul style="list-style-type: none">○ Fee-For-Service (FFS) billings to the FHO group account○ Blended Fee-For-Service (Shadow Billings) to the locum's solo account● Payment agreements are drafted to define the payment terms between the locum and host physician● A typical payment agreement will often include:<ul style="list-style-type: none">○ An hourly rate paid to the locum (e.g. \$100-150)○ Shadow billing paid to the locum○ FFS paid to the host physician● For FHO groups managed by DoctorCare, we will facilitate the distribution breakdown of locum funds● Please note: payment agreements may vary based on terms decided upon by the host physician and locum. DoctorCare can assist you in developing a fair and appropriate agreement

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Paperwork	<ul style="list-style-type: none"> • If the FHO group is managed by DoctorCare, we will complete the required paperwork and mail it to the MOH on your behalf • Can be obtained through the MOH by contacting: PrimaryCareInquiries@ontario.ca • It will take the MOH 3-4 weeks to review, process, and approve locum applications • The final confirmation will be sent to the locum via email from: BlendedModelsRegistration@ontario.ca
Locum Billing Through EMR	<ul style="list-style-type: none"> • The locum must set up their billing through the group account • If you are unsure how to complete this step, please contact your EMR vendor for assistance • Locums must hold ALL billing until the MOH approves their start date • Any billing submitted prior to confirmation will result in outside use
Locum Contract Renewal	<ul style="list-style-type: none"> • Locum contracts have a maximum term of 1 year • After the contract end date, all locum billings will be rejected • We recommend submitting the renewal paperwork at least one month prior to the original contract end date • The locum renewal paperwork can be obtained by contacting: PrimaryCareInquiries@ontario.ca
Group Changes	<ul style="list-style-type: none"> • If you are changing groups and plan to bring a locum with you, please remember that they are not yet affiliated with the new group • The locum must submit a new application under the new FHO group
How can DoctorCare Help?	<ul style="list-style-type: none"> • For FHO groups managed by DoctorCare, we will facilitate the completion of all necessary locum contract paperwork • To inquire about group management initiatives, please feel free to reach out to our support team