## Locum Physician Expense Form

HealthForceOntario
Rural Family Medicine Locum Program

**Assignment No.:** 



(See reverse for claiming quidelines)

Locum Physician Name: Pay to (name): Pay to (address ):				Telephone No.:			
							Postal Code:
				E-mail:			
Rural Fami	ly Physician Name:				Co	mmunity:	
Start Date: (yy/mm/dd) End Date: (yy/mm/				dd) Assignment Length: o			days
				Amount Claimed	Amount Paid	Discrepancy (Explain)	
Stipend	FFS & FHGs FHTs & FHNs & FHOs RNPGAs		Days @ \$600/day Days @ \$700/day Days @ \$800/day				
Stipend Pre		RIO < 60 RIO 60 to 75 RIO > 75	none \$50/day \$100/day				
tipend To	tal						
<b>Travel</b>	Distance to Assignment From Assignment During Assignment <b>TOTAL</b>		kms kms kms <b>kms</b> @ <b>\$0.44</b>				
	Car RentalTaxi/Parking Economy Fare to and fro ☐ airfare ☐ bus ☐ Other:	 m assignment: □ train					
Fravel Stipend	Between 2 & 4 hours tra Greater than 4 hours tra	vel \$300/day vel \$500/day				-	
Accommod	lation (maximum up to \$12	-	e <b>l/motel</b> ) ights claimed				
Travel and	Accommodation Total TAL						
_	al receipts provided — Plea Comments:			_	nal receipts for y	rour records	
Locum P	hysician Signature:_				Dat	e:	
For Office	e Use Only:						

HealthForceOntario Marketing and Recruitment Agency Rural Family Medicine Locum Program

285 Victoria St., 7th Floor Toronto, ON M5B 1W1 www.HealthForceOntario.ca Tel.: 416-314-4409 Fax: 1-866-535-2694 North America: 1-800-596-4046 Email: locum@healthforceontario.ca This program is administered by the HealthForceOntario Marketing and Recruitment Agency with funding provided by the Government of Ontario

Notice of Collection: HealthForceOntario Marketing and Recruitment Agency (HFO MRA) collects your personal information under the authority of the Development Corporations Act, Ontario Regulation 249/07, Section 3. The personal information you provide to us during our interactions is necessary for HFO MRA to provide you with career assistance and/or assist you with your employment search. HFO MRA may use the information to contact you to discuss issues related to practising in Ontario and tell you about health care career and job opportunities. HFO MRA may share your personal information with appropriate agencies and professional bodies, recruiters, health care employers, the Ministry of Health and Long Term Care, and/or community representatives for the purpose of helping you explore job opportunities and careers in Ontario. HFO MRA may also use this information to research and evaluate our recruitment and career assistance activities.

## Ontario Physician Locum Programs, Rural Family Medicine Locum Program Claiming Guidelines for Locum Physicians

To receive funding a physician must have received pre approval from HFO MRA, prior to commencing the assignment. The rural physician, locum and HFO MRA will sign a contract before the assignment starts.

Expense forms and evaluations must be received within **30 days** of completion of the assignment. Expense forms must also be signed by the locum and accompanied by the original receipts for all expenses claimed.

Only **one assignment** per expense form is to be used. Each expense form will be processed within four weeks.

## **STIPEND**

Rural and Northern Physician Group \$800/day (maximum of 37 days per year)
Family Health Network and Family Health Organizations \$700/day (maximum of 21 days per year)
Fee for Service \$600/day (maximum of 21 days per year)

## PREMIUMS ON STIPEND

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

TRAVEL STIPEND (maximum of 2 days)

Less than 2 hours of travel none 2 to 4 hours of travel \$300/day

Greater than 4 hours of travel \$500 for a placement 4 days or longer

\$300 for less than 4 days

Travel stipend cannot be claimed on days which are included as part of the assignment.

**TRAVEL:** Personal Vehicle: Most direct route to and from the assignment will be fully reimbursed at a rate of 0.44¢ per km in Ontario. Distance associated with the provision of medical services in the community during the assignment will be reimbursed at the same rate.

<u>Airfare/Bus/Train:</u> Economy class travel to and from the assignment will be fully reimbursed in Ontario. Upgrades to either first or business class, and travel insurance are not eligible for reimbursement. Original receipts (or last page of the airline ticket) must accompany the claim.

<u>Rental Car:</u> The cost of an economy rental car for the duration of the assignment will be covered when required. Original receipts must be included. Where the rental period extends beyond the assignment dates, the reimbursement will be adjusted accordingly. During winter conditions (November-April) the cost of a 'four wheel' drive vehicle will be allowed (if available) for the duration of the assignment.

TAXI/PARKING: Charges for taxis and parking at point of departure will be reimbursed. Original receipts must be provided.

**TRAVEL OUTSIDE OF ONTARIO:** When travelling from outside of Ontario to an assignment only costs associated with travel within Ontario will be reimbursed, and will be calculated from the nearest point of entry to the assignment location.

**ACCOMMODATION:** Single occupancy accommodation up to \$120 maximum/night during peak season in a hotel/motel for the duration of the assignment. Please negotiate the best rate possible. The original receipt, in the locum physicians' name 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. We do not pay the costs when you stay in a physician's home.

**QUESTIONS:** Any questions regarding how to complete the expense form or how to obtain additional forms should be directed to the Operations Coordinator at **1-800-596-4046** extension 4 or **locum@healthforceontario.ca**. The HFO MRA fax number is **1-866-535-2694**.

Submit expense claims to: Operations Coordinator, Rural Family Medicine Locum Program

285 Victoria Street, 7th floor, Toronto M5B 1W1