

# eDOCSNL

## ELECTRONIC MEDICAL RECORD

### Blended Capitation De-Rostering Process

Once a patient is rostered to a Blended Capitation Group (BCG) they will remain rostered until they are de-rostered.

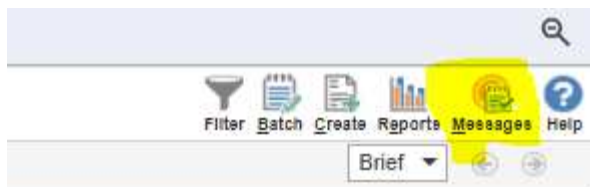
De- rostering of a patient can occur due to the following events:

1. Patient becomes deceased;
2. Patient moves to long term care;
3. Patient moves to a new province;
4. Patient is rostered to a new provider;
5. Patient's MCP expires;
6. Removal from the Roster by the physician (it's in the Policy Guide – see comments to right)

When any of these events occur, MCP will be notified. MCP in turn will notify the physician via the MCP Billing Messages that are delivered to the EMR three times in a two-week period. Billing Messages in the EMR are located on the \*Ministry Claims Review (NL) Dashboard, in the lower left-hand corner:

Ministry Billing Messages	
Grouped by: <b>Owner</b>	Statistic: <b>Count</b> Limit: 25
	Count
<b>Jeff Hayley</b>	5
<b>Kim Dadd</b>	11
<b>Total</b>	<b>16</b>

Billing Messages can also be accessed from the My Bills icon in the upper right-hand corner:



When a de-rostered notification message received in the EMR, the clerical or physician should review the message and take appropriate action to de-roster the patient, based on the below scenarios:

Bill					
Billing Provider*	Blended Capitation	Referral Code	Inst./Hosp. Code		
Kennedy, Martina	<input type="checkbox"/>	Non-referred patient	Select Favourite...		
Service Code 1	Code	Skill	Calls (qty)	Date*	
De-Rostered	00000D		1	14-Mar-2024	
Diagnosis	Code	Premium	Remarks Code		
Unit	BCM	Write-off	Total	Paid	Balance
0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00

- (i) If a patient leaves the Blended Capitation group because of admission to long term care, death, or a move out of province, a De-Rostered Fee Code should be entered on the bill tab of the patient's chart and the Blended Capitation check box should be unchecked. The bill would be approved/submitted to communicate to MCP that the patient has left the group.
- (ii) If the patient is de-rostered at MCP because of being rostered by another physician in the province, this would need to be followed up with MCP, the patient, and/or the other provider. When a de-roster message notification comes to a physician for this reason, it is recommended to follow this up before de-rostering patient in the EMR in the event that it is a data entry error.
- (iii) If a patient is de-rostered at MCP because of an expired MCP, a notification will be sent to the physician in an EMR Billing Message. In this case, the patient will need to be contacted regarding their expired MCP. Once the updated MCP is sent to the EMR via the Client Registry, the patient can be rostered again by entering the appropriate rostering fee code in a new bill.