

eDOCSNL

ELECTRONIC MEDICAL RECORD

LOCUM BILLING IN THE BLENDED CAPITATION MODEL

According to Blended Capitation Model for Primary Care Schedule R 3.10 Blended Capitation Group physicians will hire and pay locums as needed. The locum replacing a Blended Capitation (BC) group physician will not be paid by MCP directly for this work. The physician who is hiring the locum will need to apply for a new payee number from MCP physician's services for the purpose of having a locum work for them.

Prior to billing for the Locum, the following forms will need to be submitted to MCP:

- If the Locum is new to the clinic/new to electronic billing in the Blended Capitation EMR clinic – they will need to complete the MCP Electronic Billing Application to be set up for electronic billing as per usual processes (a one time form only) <https://www.gov.nl.ca/hcs/files/Electronic-Billing-Application-2022.pdf>
- Complete/submit the Locum Declaration Form to MCP as per usual processes <https://www.gov.nl.ca/hcs/files/forms-pdf-locum-documentation-declaration.pdf>
- **Additional:** complete the Assignment of Payment Agreement for **each** Blended Capitation Provider they will locum for as this permit finances to be deposited to the Blended Capitation Providers <https://www.gov.nl.ca/hcs/files/forms-pdf-assignment-of-payment-agreement.pdf>

Locum Seeing Patients for One Blended Capitation Provider

For a Locum who is only seeing patients for the Blended Capitation Provider they are locuming for, it is best to edit the Provider Card for the Locum to reflect the BC Provider's Locum Payee Number in the Payee field. All billing will then have the Locum's Billing number and the BC Provider's Locum Payee number on the bills created and can be approved at any time.

Identification	
Linked to user: Test, Locum	
Last Name Test	First Name Locum
Location Code <input type="text"/>	Gender <input type="text"/>
Billing Number 845086	Payee Number 987653

Locum Seeing Patients for Multiple Blended Capitation Providers

Setting up the Locum Provider Card:

If the Locum will see patients for multiple providers, it is best to follow the steps below. Note, in this instance, the Locum's Provider Card should have all the potential Locum Payee numbers listed in the Identifier List.

1. On the Locum Provider Card, click on Identifier List.

Identification

Linked to user: [redacted]

Last Name: Test

Location Code: [redacted]

Billing Number: 987789

First Name: Locum

Gender: [dropdown]

Payee Number: 987789

Initials: [redacted]

Title: [redacted]

Suffix: [redacted]

Specialty: General Practitioner

Ordering ID: [redacted]

Identifier List

2. Click New in the top right corner.

3. In the New window, add:

- One of the Blended Capitation Provider's Locum Payee Numbers in the Identified box
- Select "Payee Number" in the dropdown menu for Identifier Type "Group"
- Set sequence number as appropriate
 - *Note: the main Payee number should have a sequence number of 10 and all additional Payee numbers should have a sequence number of 15.*
- Click Save

Identifier

Identifier: 123456

Identifier Type 'Group': Payee Number

Effective Date: 29-Jul-2024

Expiration Date: dd-MMM-yyyy

End Reason: [dropdown]

Qualifier: [dropdown]

Location: [dropdown]

Sequence Number: 10


Save

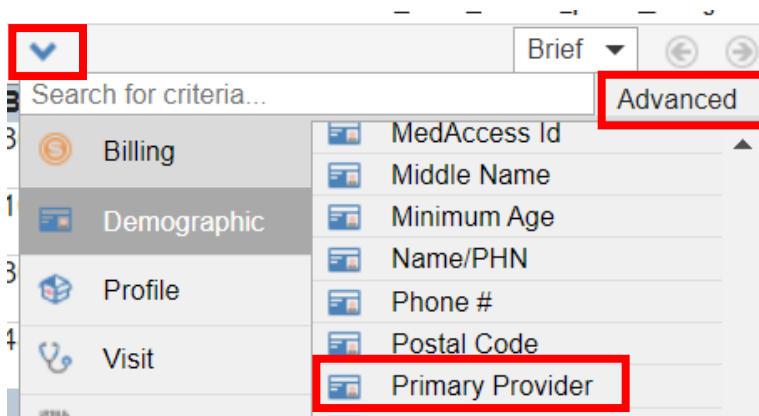
4. Repeat Step 3 for all other Blended Capitation Provider's Locum Payee Numbers that the Locum may work for (now or in future).

Provider Identifier List

Identifier List		
Identifier	Authority	Type
987789		[Payee Number]
121212		[Payee Number]
232323		[Payee Number]
454545		[Payee Number]

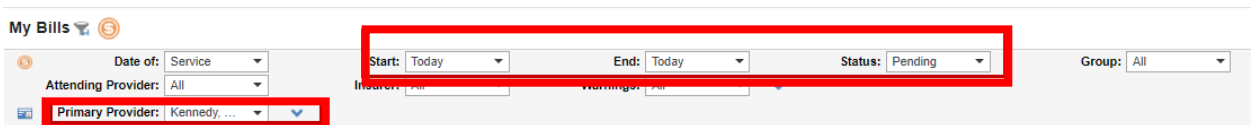
Approving Locum Bills for Multiple Providers

1. Leave all bills in pending until end of day.
2. Click on the My Bills icon on the main EMR screen. 
3. Once in the My Bills window, you will add an extra filter criteria by:
 - Click the blue chevron
 - Click Advanced
 - Hover over Demographics
 - Scroll down and click on Primary Provider

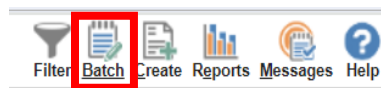


4. There will now be a dropdown menu for Primary Provider. Select the Primary Provider for one of the Providers in the clinic, set date range to start and end for the required day (i.e., Today), and change the Status to Pending to narrow the list of pending bills to be approved.

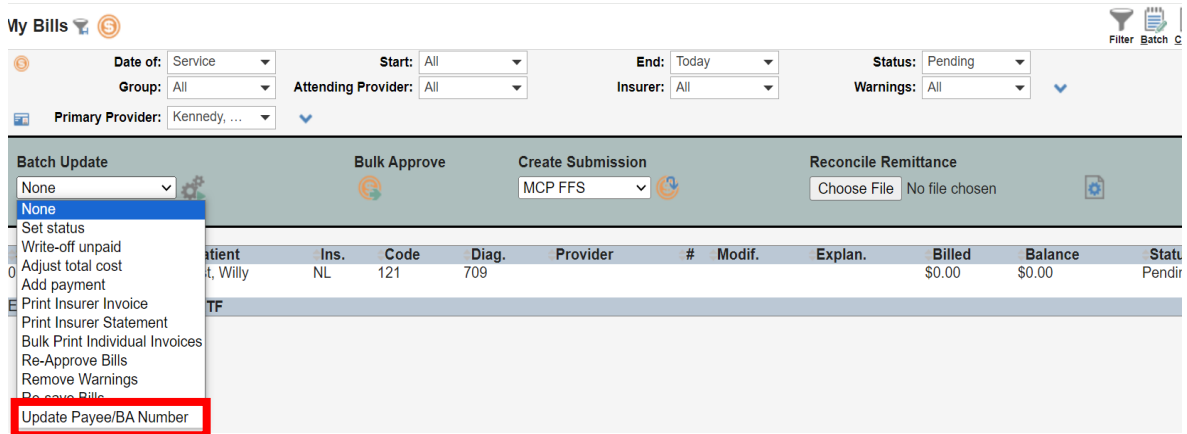
This will ensure you have all the bills selected for the Provider you are covering for.



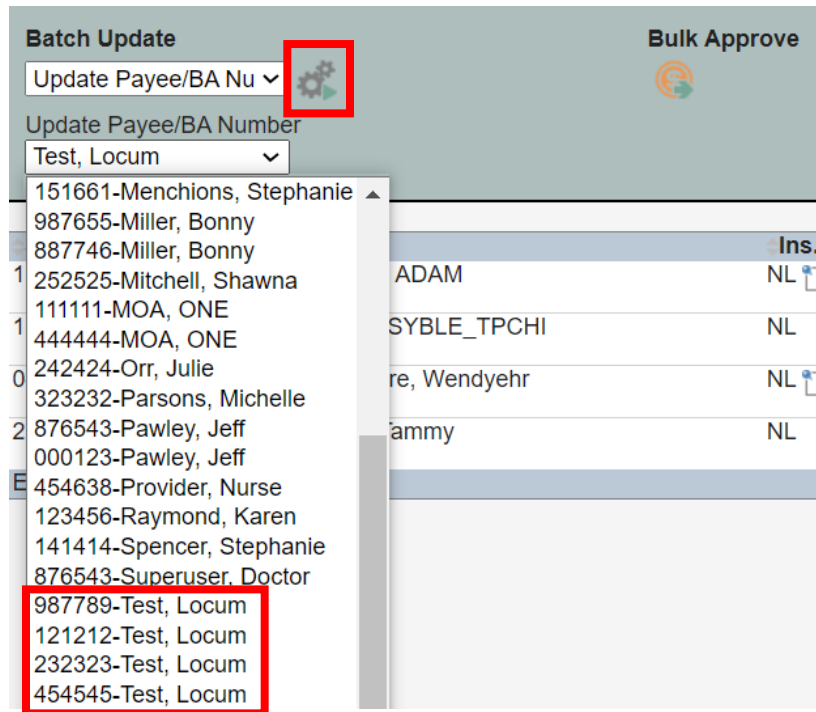
5. Once you have narrowed the list of Pending bills for one Primary Provider, click the Batch icon in the top right-hand corner of the My Bills window.



- Under 'Batch Update' select **Update Payee/BA Number**.



- Under 'Update Payee/BA Number' select the Locum name with the Payee Number for the Blended Capitation Provider Payee number for that patient then click the gears icon.



8. Now click Bulk Approve. This will approve all PENDING claims with the Locum's Payee Billing Number and the BC Provider's Locum Payee number on the bills created.



9. Repeat Steps 5-8 for searching/entering the other Providers as required until all bills are approved.