

Urban Locum Program Encounter and Shift Reporting Guide

Encounter Coding

All Locum Physicians funded under the Locum Contract are required to encounter report through the Medical Service Plan (MSP) Teleplan system for services provided. Locum Physicians will use the Simplified Encounter Codes developed for the provincial primary care contracts.

Shift Reporting

For each day worked under the Locum Contract, each Locum Physician will be required to submit fee item 97570 – Contracted Clinical Shift. This fee item captures hours worked under a clinical service contract as well as the start and stop time of the physician's shift.

Assignment of Payment (AOP) Form

Locum and Host clinic will be required to sign an *Assignment of Payment form* before submitting simplified encounter and shift code records. The Host clinic is responsible for initiating the form and ensuring it has been processed by HIBC prior to the first locum shift.

**We suggest the host clinic follows up with HIBC (604-456-6950 option #2 then #3) 1 week prior to the first locum shift to ensure it is processed for smooth EMR reporting.*

Host Clinic EMR Checklist

- Countersign Assignment of Payment form and send to HIBC prior to locums first shift. Note that HIBC takes 3-5 business days to process these forms
- Check to see if encounter codes are already active in your EMR by looking up service code example #97512. If not, do a Teleplan fee code update in your EMR.
- Ensure locum is set up in your EMR prior to first shift
- Inform your EMR vendor that you will be using encounter codes
- Call HIBC – To confirm MSP Number and Payee Number assignment of payment is active and ready to use
- Start by submitting the first day of Encounter codes and a Shift code to check they are not rejected

Resources

ULP/DTO Information session on Submitting Encounter & Shift Records in an EMR

- Video Presentation (22 min) ([link](#))
- Presentation Slides ([link](#))
- Presentation Q&A ([link](#))

EMR orientation guides are available in the JCC Resource Catalogue (<https://www.jcc-resourcecatalogue.ca/en>)

- Med Access ([link](#))
- Oscar ([link](#))
- Oscar Pro ([link](#))

Frequently used ICD-9 codes (last 2 pages of the EMR guides above)

Encounter service codes ([link](#) - Appendix A)

Shift Reporting - General guidance can be found [here](#)

Support

Urban Locum Program

- UrbanLocumProgram@VictoriaDivision.ca
- (778) 265-0473

Practice Support Program

- PSP@doctorsofbc.ca

HIBC

To confirm MSP Number and Payee Number assignment of payment is active and ready to use

- (604) 456-6950
 - automated - option 3, then 3, then 3
 - live person - option 3, then 2

If EMR Vendors have questions

- DTOInfo@doctorsofbc.ca