**Application Form for Access to the Palliative Medicine Payment Schedule**

Dear Physician,

Please review the eligibility criteria and complete the fields in this form and return with the required documentation to Lea Harth via email to economics@doctorsofbc.ca.

**Eligibility:**

The Palliative Medicine Payment Schedule was developed to compensate for Fee-for-Service specialist palliative care. Physicians will be deemed eligible to bill the codes by application for approval of credentials by the Section of Palliative Medicine. Accredited Palliative Medicine Specialists will fall into one of three categories:

1. FRCPC Subspecialty in Palliative Medicine.

2. College of Family Physicians of Canada Certificate of Added Competence in Palliative Care (CFPC-CAC).

3. Equivalent training to one of the above, as per predetermined criteria for recognition of training and experience sufficient to provide consultant level of service to patients and their families, and consultative support to other health care professionals. This is outlined in the Specialty Palliative Medicine Privileging Dictionary for BC contained in this package.

**Approval:**

Upon completion of review, the Section of Palliative Medicine will provide its decision to the Doctors of BC Economics team. If the Section concludes the physician is appropriately credentialed, access to the Palliative Medicine Payment Schedule will be granted. The Economics team will notify MSP of the approval and effective date, which will complete the process.

If the Section determines a physician is not sufficiently qualified and the request is declined, a comprehensive response outlining the rationale should be provided to the physician and the Economics team.

**Appeal Process:**

If a request is not approved by the Section of Palliative Medicine, the physician may appeal for review by the Tariff Committee. The physician will be required to submit a cover letter outlining their appeal, their certification of training Curriculum Vitae, letters of support and all other relevant documentation. The Section of Palliative Medicine will be asked to provide a written response detailing the rationale for declining he request. The Tariff Committee will review the materials and provide a recommendation to the physician and the Section of Palliative Medicine.

For assistance with the application or appeal process, please contact Lea Harth via email to economics@doctorsofbc.ca.

**Physician Information**

**Physician’s full name:**

**MSP Practitioner Number:**

**MSP Payee Number(s):**

*Your MSP practitioner and payee numbers are usually the same. However, a physician may have more than one payee number. Please list all payee numbers you will use for submitting claims for palliative medicine fee codes.*

**Effective Date:**

*The effective date is either the date your practitioner/payee number was issued or activated or the date of service when palliative care was provided but not compensated under the palliative medicine fee codes.*

*Examples of when a physician will have additional payee numbers and the effective date:*

* For a physician who has recently incorporated and will be submitting claims under that payee number it will be the date their payee number was issued.
* For a physician who has applied for an additional payee number for billing Palliative Medicine fee codes under, it will be the date the number was issued.
* For a physician who has provided palliative care services, but their claim was refused because they were not ‘on the list’, then the date of service will be their effective date.
* This is not related to the date of licensure unless it’s a newly minted physician in which case that would be the effective date.

**Required Documentation:**

The following documentation should accompany this form:

* Your cover letter for request for access to the Palliative Medicine payment schedule.
*Please include the location, care setting and approximate FTEs that you anticipate you will be billing for. Include the number of half-days you expect to work per week on average, not the face-to-face time you will be billing.*
* Your Curriculum Vitae, with as much detail of your Palliative Medicine training and/or experience as possible.
* A letter of support from your Regional Health Authority’s Palliative Care Program Director.
* Your College Certificate of Specialty Accreditation:
	+ CFPC-CAC certification; or
	+ RCPS certification(s) for primary specialty and sub-specialty(ies)

If you do not have the CFPC-CAC or FRCPC sub-specialty Palliative Medicine certification, please supply three letters of reference describing how you have been providing consultant-level expert support for patients that are not part of your primary longitudinal practice. Please refer to the Specialty Palliative Medicine Privileging Dictionary for BC supplied in this package as these criteria will need to be satisfied for credentialing.