

Locums for Rural BC

Locums for Rural BC administers the Rural Locum Programs on behalf of the Ministry of Health and Doctors of BC.





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Introduction

Financial forms are introduced in digital version to streamline the process of submitting and processing the forms, which will make the process more efficient. The process was created to eliminate paper PDF submissions.

The forms will be available when assignment is created, on applicant portal.

Locums will be able to access the forms, submit them for processing, review what was submitted. If administrator will return the form, it will be available for corrections and resubmission. Forms can be accessed using any browser available, on desktop/laptop device.

1. Login to your Applicant Portal



- 2. Access Financial Forms by selecting one of the below options:
- Assignments and Payment Forms
- My Locum Assignments and Payment Forms tab, select View All
- Direct Assignment hyperlink, by clicking on start date of the assignment

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MY LOCUM ASSIGNMENTS AND PAYMENT FORMS @	5	VIEW AI	
Starts Aug O1 2022 RGPALP Campbell River & District General Hospital - Campbell River	<u>Q</u>	uick View	J

3. Payment Forms section will be displayed

GPA10-0002-1	Pay	ment Forms	
Cha	Disab	le	
Campbell River & District General Hospital		Confirm Locum Contact and MSP	COMPLETE FORM >
Community Compbell River 🖻	•	RGPALP Assignment of Payment	COMPLETE FORM >
Admitting & Treatment Privileges Campbell River & District		RGPALP Application for Payment of Daily Rate and Travel Honorarium	COMPLETE FORM >
General Hospital	0	RGPALP Application For Expenses	COMPLETE FORM >

Application of Payment

- 1. To access Application of Payment form, follow steps outlined in how to access forms section
- 2. Before submitting the financial forms, make sure that MSP number is updated
- 3. Access Confirm Locum Contact and MSP form, by selecting Complete Form button



4. Fill all the missing information or change outdated information, select Save

OCUM FIRST NAME	MIDDLE NAME		LAST NAME	
test	ALICJA		test	UPDATES TO MY ACCOUNT
TOBILE PHONE NUMBER 1 778 123-1234 puntry Code Area Code Phone Number	r	MSP PRACTI	TIONER NUMBER Ø	information in the submitted form will also be saved on your locum account record, to ensure the up-to-date
OCUM EMAIL ADDRESS		MSP PAYMEN	NT NUMBER	information.
test@gmail.com		12345		
DDRESS	CITY		PROVINCE	POSTAL CODE
46 test St.	VANCOUVER		BRITISH COLUMBIA	V6P3T3

5. From the financial forms dashboard, select **Assignment of Payment** form, by clicking on **Complete Form** button

Note: Appropriate program abbreviation will be listed in the name of the form as well, in the below example it is RGPALP

RGPALP Assignment of Payment

- 6. **Application of Payment** form will be displayed
- 7. Confirm **type of location** for the assignment.
- 8. Select either **hospital based**, or office based. The form layout will change depending on selection.
 - For Hospital based form fill all the missing information, add signature, select Submit

This form must be submitted befo	re the assignment begins, in ord	er to bill and property proces	s payment for this assignment.
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• For Office based form fill all the missing information, add signature, select Submit

	Rural GP Anesthesia Locum Program (RGP)
This form must be submitted before the assignment begins, in order to bill	and properly process payment for this assignment.
PLEASE CONFIRM THE TYPE OF LOCATION FOR THIS ASSIGNMENT.	
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Daily Rate and Travel Honorarium Form

- To access Daily Rate and Travel Honorarium Form, follow steps outlined in <u>how to access forms</u> section
- 2. Access Application for Payment of Dairy Rate and Travel Honorarium form, by selecting Complete Form

Note: Appropriate program abbreviation will be listed in the name of the form as well, in the below example it is RGPALP

RGPALP Application for Payment of Daily Rate and Travel Honorarium



3. Add all the relevant information, add signature, select Submit

■ Note: For RGPLP program only, the form must be signed by Host first, before it can be processed by LRBC administrator. The Submit button is named: Submit to Host

televis Angenes Daily Rate and Trave	1 Honorarium	Rural GP Anasthasia Locum Program (RGPALP)	
Application for Payment Form			
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We have some of your information on file. If changes are required, please first Confirm Locum Contact and MEP.			
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Travel Expenses Form

- 1. To access Travel Expenses Form, follow steps outlined in how to access forms section
- 2. Access Application for Expenses form, by selecting Complete Form

Note: Appropriate program abbreviation will be listed in the name of the form as well, in the below example it is RGPALP

RGPALP Application For Expenses



3. Fill all the relevant information, add signature, select Submit

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Disable Forms Function

Applicant can disable a form if they know they will be not submitting it.

- To disable form/s access financial forms dashboard by following steps outlined in <u>how to access</u> forms section
- 2. On the dashboard, under the Payment Forms header, you will see Disable Form function
- 3. Toggle the form you want to disable

Note: If form/s are disabled, notifications for that form/s will be disabled as well. **Complete** Form button will be hidden

Vote: To enable previously disabled form, un toggle it, **Complete Form** button will appear

Payment Forms



Forms Returned to Applicant

If Administrator returns the form to applicant, it will be displayed on the financial forms dashboard. Applicant will be able to open the returned form, make corrections and resubmit it.

- 1. To access returned form/s, follow steps outlined in how to access forms process
- 2. If form was returned it will be displayed with red mark next to it, and there will be note why it was returned
- 3. To edit form, click om **Edit Form** link. The form will be displayed, and you will be able to make corrections and resubmit it
 - **Note:** Any of the financial forms can be returned

RSL Trav	P Application for Payment of Daily Rate and /el Honorarium	COMPLETE FORM >
*	Submitted Apr 25 2022	View Form
*	Submitted May 02 2022	View Form
*	Submitted May 05 2022	View Form
×	Returned May 05 2022	Edit Form
	Returned Note: /	