



## Practice Management Curriculum

### Checklist of things to do before starting practice (Family Medicine)

*Adapted from material prepared by Dr. Guy R. Blais and members of the Department of Family Medicine at University of Alberta*

**NOTE:** Times listed below are approximate and each resident should confirm his/her own schedule of needs.

- October – Pre-register for MCCQE Part II in the spring. You can add your name to their notification list ( <https://goo.gl/q3Tiww> ) to get updates on when and how to apply.
- December and January – Apply to CFPC exams ([http://www.cfpc.ca/Dates\\_Fees\\_Deadlines/](http://www.cfpc.ca/Dates_Fees_Deadlines/))
- February – Get your tax information together (See Tax Tips- <https://goo.gl/AKezQw>)
- End of March — Start applying for hospital/nursing home/remote lab/DI and other facilities privileges. This requires significant documentation. If you are doing locums, ask your provincial resident association if a generic application is accepted throughout your province (<http://residentdoctors.ca/> or <http://www.fmrq.qc.ca/>). If you are setting up a new practice, contact the chief of GP/FP of the hospital.
- April – Register with your provincial or territorial College of Physicians and Surgeons (<http://fmrac.ca/members/>)
- April – Apply to your provincial or territorial medical College of Physicians and Surgeons for your practice license (<http://fmrac.ca/members/>)
- End of April – Write your CFPC exam ([http://www.cfpc.ca/Dates\\_Fees\\_Deadlines/](http://www.cfpc.ca/Dates_Fees_Deadlines/))
- End of April/Beginning of May – Set up your professional advisory team (lawyer, accountant, financial planner, insurance professional) (<https://goo.gl/WzpMkF>)
- End of April to mid-May – Write your MCCQE Part II exam, if not done already (<http://mcc.ca/examinations/mccqe-part-ii/>)
- May – Apply for MCCQE part II if writing in the fall. (<http://mcc.ca/examinations/mccqe-part-ii/>)
- June – Join or renew your CMA membership (<https://www.cma.ca/en/Pages/join-the-cma.aspx>)
- June – Obtain CMPA coverage or upgrade to appropriate level (<https://www.cmpa-acpm.ca/en/home>)
- June – Start looking for locums, if interested. Check out our Locums Checklist in this article: <https://goo.gl/PfF4Sd>
- June – If you are moving, contact your provincial or territorial College of Physicians and Surgeons, the CMA, your professional advisory team, your medical school, other

professional associations and financial institutions. Keep your moving receipts as your moving expenses may be tax deductible. (See Tax Tips- <https://goo.gl/AKezQw>)

- Late June – Apply for your billing number
- Late June – Apply for your Prescription Monitoring Program, if applicable (e.g., Triplicate Prescription Program, Narcotics Monitoring Program, medical marijuana)
- July – \*\*\*Make sure you have appropriate insurance (disability, etc.) and that there is NO GAP in your coverage between residency and starting practice!! \*\*\*
- July – Obtain a family physician for yourself and build wellness into your routine.
- August and after- Welcome to the world of the practicing physician!