

To do list as you finish residency

- 1 Check for new postings in Saskatchewan recruiting new docs to positions on saskdocs.ca
- 2 Apply for General Licence with the College of Physicians and Surgeons of Saskatchewan on cps.sk.ca
- 3 Apply for Medical Services Branch Physician Billing by calling 1-800-667-7523
- 4 Update your information/join the Saskatchewan Medical Association and Canadian Medical Association:
 - a. sma.sk.ca
 - b. cma.ca/member-benefits-and-discounts
- 5 Check if you might be eligible to apply for the Specialist Recruitment and Retention Committee Incentive through the SMA
https://www.sma.sk.ca/kaizen/content/files/2021_11_12%20SRI%20Parameters.pdf
- 6 Decide whether or not you are going to incorporate your practice. This decision should take into account your goals, the local practice set up, and advice from colleagues, your accountant/financial advisor, and your lawyer.
- 7 If you incorporate, set up banking separate from your personal accounts. If you are not incorporating, set up business banking accounts separate from your personal accounts.
- 8 Update personal insurance such as office insurance, life insurance, own occupation disability insurance. SMA is a great resource for this: sma.sk.ca/84/insurance.html
- 9 Consider creating or updating your will with your lawyer.

- 10 If you are a specialist, use the MAINPORT ePortfolio to keep track of your CME credits for to support your fellowship status with the Royal College: <https://mainport.royalcollege.ca/>
- 11 Decide on EMR (MedAccess, Accuro, etc.) and billing software and start set-up (often there are additional fees or training sessions needed). Apply for the EMR reimbursement program through the SMA.
- 12 If you a surgical specialist, review current "pick lists" for common cases in the operating room you will be working in to ensure any special equipment you may wish to use is available.
- 13 Download the Provincial Payment Schedule and billing codes at ehealthsask.ca/services
- 14 Update CMPA membership status, set up pre-authorized payment at cmpa-acpm.ca/en/membership
- 15 Get placed on the provincial specialists directory at specialists.health.gov.sk.ca/
- 16 If you will be affiliated with the University of Saskatchewan College of Medicine, visit medicine.usask.ca/faculty/appointments.php
- 17 Plan to obtain your hospital ID badge, parking pass, office, office furnishings, computer, and phone. Your admin assistant will be your greatest asset starting practice so join a practice with an excellent MOA or start carefully looking for a well-trained and, ideally when you are new, experienced admin assistant.