

- 1 Decide where to practice to ensure you have valid malpractice insurance BEFORE COMPLETION OF RESIDENCY: Canadian Medical Protective Association (CMPA) set up pre-authorized payment (www.cmpa-acpm.ca)
- 2 Apply for License to practice through College of Physicians and Surgeons of BC (www.cpsbc.ca)
- 3 Apply for MSP billing #: payment number and practitioner number & set-up MSP direct deposit - keep it separate from personal bank account (www2.gov.bc.ca/gov/content/health/practitioner-professional-resources/msp/physicians/enrolment)
- 4 Apply for teleplan service with MSP (<https://www2.gov.bc.ca/assets/gov/health/forms/2820fil.pdf>)
- 5 Apply for a Vendor Number and set up for direct deposit with ICBC (www.icbc.com/partners/health-services/Pages/Physicians.aspx)
- 6 Set up billing process - EMR vs. billing software vs. billing service: EMR (eg. Accuro / Plexia / Oscar / MOIS [Northern Health] / Telus [owns Wolf Med; Access] etc); billing software (eg. Dr.Bill / Clinicaid); or contract a billing agent/service
- 7 Get up to date MSP payment schedule and diagnostic codes (<https://www2.gov.bc.ca/gov/content/health/practitioner-professional-resources/msp/physicians>)
- 8 Update Doctors of BC membership (www.doctorsofbc.ca)
- 9 Update CMA membership (no longer joint with Doctors of BC but can join / renew at same time)

- 10 Update Society/Section membership
- 11 Update Royal College (www.royalcollege.ca) / College of Family Physicians of Canada (www.cfp.ca) profile, start MOC / MainPro cycle
- 12 Send out practice announcement via Doctors of BC
- 13 Sign up for Pathways (<https://pathwaysbc.ca/login>)
- 14 Apply for Excelleris (<https://www.excelleris.com/solutions/physicians-privatepractice-solutions/>), PharmaNet (<https://admin.medinet.ca/pharmanet-newsingup.htm>), +/- imaging software (e.g. care connect <http://www.vch.ca/for-healthprofessionals/resources-updates/careconnect/request-access-to-careconnect>)
- 15 Apply for hospital privilege: ID, parking pass, pager, locker, computer access, dictation, freq used phone #, call schedule info, mail box. For privileging specifics, see BC Privileging Dictionaries: <http://bcmqi.ca/credentialing-privileging/dictionaries>
- 16 For Surgeons – organize and order surgical equipment, needles, sutures, drapes, etc), pre op paper work (consent, preop orders, questions, booking form), est time for Sx, post op orders
- 17 Set up professional team - accountant, lawyer, insurance advisor, financial advisor

18 Set up incorporation

- a. Contact accountant and lawyer
- b. Apply to MSP for Inc billing # - update billing software / EMR with new billing #
- c. Update WSBC / CRA with Inc info
- d. Change direct deposit banking info for MSP / hospital MOCAP / CMLPA / DofBC
- e. Change overhead insurance payment to Inc

19 Banking

- a. Change personal bank account (no longer student banking) and line of credit
- b. Apply for business (inc) bank account, visa, cheques / set up payroll / CRA payment

20 Set up office practice

- a. MOA
 - i. Draft up contract, set up salary payment & pay stub, extended health/dental benefits, performance review and bonus
- b. Set up office – review Joule Module for details and checklist:
<https://joulecma.ca/sites/default/files/2019-01/3973-PMC-Module-14.pdf>
<https://joulecma.ca/sites/default/files/2018-10/Office-Set-Up-Checklist.pdf>
- c. Set up a business license: Contact your local city/municipal hall to see which permits might be required for your type of business
- d. Find information about employment regulatory issues in BC (hiring and firing guidelines, information about minimum wage, vacation entitlement, break schedules, overtime, etc) through the Employment Standards Branch (toll free: 1-800-663-3316).
- e. Apply payroll program account with CRA for remitting source deductions for employees (<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/How-open-payroll-account.html>)
- f. Registration for WorkSafeBC coverage for your employees is mandatory (toll-free: 1-888-922-2768)