

Transition to practice — Quebec



- 1 Consult the FMRQ guide to practice, which contains a whole host of useful information.
<http://fmrq.qc.ca//files/documents/eg/c4/good-3005-fmrq-bulletin-automne-2019-en-web-12.pdf>
- 2 Take part in the ALDO-Québec educational activity (prerequisite for obtaining your permit to practice).
<http://www.cmq.org/page/en/activite-formation-aldo-quebec.aspx>
- 3 Apply for your permit to practice from the Collège des médecins du Québec (CMQ).
<http://www.cmq.org/hub/en/permis-exercice.aspx>
***Apply before May 1 if you want your permit to practice to be issued between June 1 and August 31. Otherwise, complete the application at least one month before starting practice.
- 4 Take out professional liability insurance from the Canadian Medical Protective Association (CMPA). Set up your preauthorized payment method.
<https://www.cmpa-acpm.ca/en/joining-cmpa>
- 5 Register on the Collège's membership roll.
<http://www.cmq.org/page/en/premiere-inscription-au-tableau.aspx>
- 6 Register with the Régie de l'assurance maladie du Québec (RAMQ) (available in French only).
<http://www.ramq.gouv.qc.ca/fr/professionnels/medecins-specialistes/services-en-ligne/Pages/inscription-sel.aspx>
- 7 Sign up with a billing agency. Register your agency number with the RAMQ.
<http://facturation.net/en/>
<https://www.xacte.net/en/home/>
<http://www.ramq.gouv.qc.ca/fr/professionnels/agences-facturation/agences-facturation/Pages/liste-agences-facturation.aspx>

Elise's To Do list — Transition to practice — Quebec



- 8 Update your CMA membership.
<https://www.cma.ca/make-the-most-of-your-membership>
- 9 Update your membership status with your association.
<https://www.fmsq.org/en/profession/medecine-specialisee/specialites-medicales>
- 10 Select a professional development self-management plan. You have two choices:
 - Use the free online reporting platform that can be accessed through the secure access zone on the Collège des médecins website www.cmq.org
 - Sign up for the Maintenance of Certification (MOC) Program offered by the Royal College of Physicians and Surgeons of Canada
<http://www.royalcollege.ca/rcsite/cpd/maintenance-of-certification-program-e>

***Make sure to comply with the regulation respecting mandatory continuing education for physicians.
<http://www.cmq.org/page/fr/formation-continue-obligatoire-intro.aspx>
- 11 Apply for hospital privileges: ID, parking pass, pager, locker, computer access, dictation services, frequently used phone numbers, call schedule information, etc.
- 12 Contact your secretaries to plan your office hours.
- 13 For surgeons: order surgical equipment, if needed.
- 14 Purchase or alter drug coverage.
- 15 Surround yourself with a team of trusted professionals: financial advisor, insurance advisor, accountant.

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- 16 Consider incorporation.
 - a. Speak with your financial advisor to determine whether incorporation would be worthwhile in your situation.
 - b. If so, contact your accountant, who will guide you through the various steps (hiring a lawyer, applying for CMQ authorization to operate as a company, etc.).
 - c. Open a business account with your financial institution. Order cheques.
 - d. Consider using a business credit card for all of your professional expenses.
 - e. Contact your billing agency to start billing with your company name. Set up direct deposit to your business account.
 - f. Consider taking out life insurance in your company's name.
- 17 Update your personal bank account (as it is no longer a student account) and your line of credit.
- 18 Speak with your insurance advisor.
 - a. Increase your disability insurance coverage.
 - b. Consider purchasing overhead insurance.
 - c. Purchase life insurance before buying a house.
- 19 Familiarize yourself with the regulations of the Collège des médecins before opening or joining a practice. Adopt a cost-sharing agreement for the practice.
<http://www.cmq.org/publications-pdf/p-1-2013-04-01-fr-organisation-des-lieux-et-gestion-des-dossiers-medicaux-en-milieu-extrahospitalier.pdf>
(available in French only)