

MINISTRY OF HEALTH AND LONG-TERM CARE
Primary Health Care Team

FACT SHEET

Title: Per Patient Rostering Fee (Q200A) Fact Sheet for Rural and Northern Physician Group Agreement (RNPGA) Group Physicians

Date: December 2006

All RNPGA Group Physicians are strongly encouraged to submit the Per Patient Rostering Fee (Q200A) to facilitate their patients' enrolment on Ministry of Health and Long-Term Care's (MOHLTC) database. However, groups who receive the Lump Sum Enrolment Payment should disregard references to the five dollar payment associated with the Q200A as claims for these physicians will be processed and paid at zero dollars.

Note: References to a RNPGA Physician's enrolled patients are those patients who are affiliated to him/her by virtue of the RNPGA Physician's acknowledgement on the *Patient Enrolment and Consent to Release Personal Health Information (E/C)* form.

Q 1. What is the Per Patient Rostering Fee (PPRF)?

A 1. The PPRF was negotiated as part of the 2004 Ontario Medical Association Memorandum of Agreement (MOA) with the MOHLTC.

If your group has selected to receive the PPRF, you will receive an incentive payment in the amount of five dollars (\$5) for each patient enrolled to you during your initial 36 month eligibility period (beginning on the registration effective date of your group). Should a physician join your group at a later date, he/she will be eligible to receive the five dollar (\$5) incentive payment for each patient enrolled for twelve months following his/her effective date, or until the end of your group's 36 month eligibility period, whichever is later.

Despite the finite timelines for payment of the \$5 PPRF, continued submission of the Q200A code after these dates will ensure that patients continue to be enrolled and other enrolment-related payments continue to follow.

Q 2. How do I bill for the PPRF?

A 2. There is a unique code to bill for the PPRF. The code is Q200A.

Q 3. When can I bill the Q code for the PPRF?

A 3. You may begin to bill the Q200A code for patients once you have been registered with your new BXXX RNPGA group number. (Refer to Q and A #5 for specific service date information)

Q 4. How do I enrol a patient?

A 4. To enrol a patient, the patient and physician must complete, date and sign the E/C form. Please note that it is voluntary for patients to enrol with a physician participating in the RNPGA, however physicians are encouraged to advise their patients of the benefits of enrolling.

Q 5. What date should be on the E/C form and the Q200A claim?

A 5. The Q200A claim and the E/C form should have the same date, specifically the date the patient enrolled. To ensure the correct recording of the enrolment and correct payment of the enrolment-related fees and bonuses/premiums to the physician, the service date on the Q200A claim must be the same date as the E/C form.

For all E/C forms completed by the patient and physician and dated after your registration effective date, the service date on the Q200A claim must match the date on the E/C form.

Note: For any E/C forms completed by the patient and physician and dated prior to your registration effective date, the Q200A claim should be submitted with a service date equal to your registration effective date.

Under no circumstance should the date of the Q200A claim for the PPRF pre-date the date of the E/C form. If the Q200A claim is dated after the E/C form, the date of the Q200A claim will become the enrolment effective date.

The completed E/C form must be submitted to the MOHLTC for processing within 60 days of submitting the Q200A code.

Q 6. What happens if I do not submit the E/C form within 60 days?

A 6. If an E/C form is not received within 60 days, the patient's enrolment will be cancelled and all associated enrolment-related payments will be recovered.

Q 7. What happens when a Q200A code is claimed?

A 7. There will be a check to see if the patient is eligible to be enrolled with you (e.g. OHIP eligible, not enrolled with more than two physicians in a 12 month period). Provided the patient is eligible to be enrolled with you, the patient will be added to your roster on the MOHLTC's database and the Q200A code will be approved for payment (if applicable).

Q 8. How will I know if a patient has been successfully enrolled with me?

A 8. The Q200A code will be paid to you (if applicable) and the patient's enrolment will be recorded on the monthly *Enrolment Report Patient Details* and *Enrolment Report Patient Summary* reports for the month the Q200A claim was submitted or the E/C form was processed, whichever is earlier. Examples of these enrolment reports can be found in Appendices 1, 2, and 3.

Q 9. Do I have to see a patient for a medical visit to claim the PPRF?

A 9. No, patients can complete the E/C form and become enrolled with you without the need for a visit. The Q200A code should be claimed on its own.

Q 10. How long am I eligible for the PPRF?

A 10. RNPGA Group Physicians are eligible for this payment for 36 months from the group's registration effective date up to a maximum combined total of \$25,000.

While the fee is only paid for the first 36 months, the code remains valid after that period and should continue to be used to activate the patient's enrolment.

Should a physician join your group at a later date, he/she will be eligible to receive the five dollar incentive payment for each patient enrolled for twelve months following his/her effective date, or until the end of your group's 36 month eligibility period, whichever is later.

**For more information, please contact the MOHLTC Help Desk at 1-800-262-6524
or your MOHLTC site team at 1-866-766-0266.**

Steps for Claiming the Per Patient Rostering Fee (Q200A)

1. Patient and physician complete, date and sign the *Patient Enrolment and Consent to Release Personal Health Information* form (the E/C form).
2. Physician submits Q200A code for each patient enrolled using the RNPGA B-group number. (The first four digits on the claim are 'BXXX' followed with the physician's six digit provider number and specialty code '00'.)

The date of the Q200A code must match the date on the E/C form to ensure the correct recording of the enrolment.

Note: For any E/C forms completed by the patient and physician and dated prior to the physician's registration effective date, the Q200A claim should be submitted with a service date equal to the registration effective date.

3. The MOHLTC will process the Q200A code. This will trigger the patient's enrolment on the MOHLTC's database.
In addition, a five dollar (\$5) enrolment payment (if applicable) will be processed on the RNPGA B-group Remittance Advice (RA).
4. Physician submits completed E/C forms to the MOHLTC within 60 days of claiming the Q200A code.
5. Receipt of the E/C form by the MOHLTC confirms the patient's enrolment and only then will consent be registered.

Additional Information

- After the 36 month eligibility period, the Q200A code will no longer pay at \$5.00. However, all RNPGA Group Physicians should continue to submit the Q200A code to enrol patients. From that point forward the Q200A code will pay at zero.
- Normal stale-date rules apply. The stale-date is based on the date the claim is **submitted**, not processed.
- E/C forms can also be submitted for processing prior to submitting the claim for the PPRF (Q200A).

Appendix 1. Example of monthly *Enrolment Report Patient Summary* for February 2006

PCRP60R1-E	ENROLMENT REPORT PATIENT SUMMARY	2006-02-28
	REPORT AS OF: Feb 28, 2006	PAGE: 01
GROUP ID: XXXX		
PHYSICIAN: 000111		
DR D DUCK		
6 NOPLACE ST		
BX 186		
OTTAWA ON		
K2G1J5		
TOTAL MEMBERS:	686	
ASSIGNED MEMBERS:	0	
ENROLLED MEMBERS:	679	
PRE-MEMBERS:	0	
UNCONFIRMED MEMBERS:	7	
TOTAL RE-ENROLLED MEMBERS TO DATE:	0	

Note: As of February 28, 2006, the physician has 686 enrolled members. The MOHLTC has processed 679 E/C forms (confirming the patients' enrolments), and seven patients have been enrolled via submission of a Q200A code but have not yet been confirmed with an E/C form. When the seven E/C forms are processed by the MOHLTC, the "Unconfirmed Members" total will be reduced to zero and the patients will be reported on the next month's *Enrolment Report Patient Summary* as "Enrolled Members."

Appendix 2. Example of monthly *Enrolment Report Patient Details (Member Status Unconfirmed)* for February 2006

PCRP60R1-E	ENROLMENT REPORT PATIENT DETAILS	2006-02-28			
	REPORT PERIOD: Jan 31, 2006 TO Feb 28, 2006	PAGE: 01			
GROUP ID: BXXX					
PHYSICIAN: 000111					
DR D. DUCK					
6 NOPLACE ST					
BOX 186					
OTTAWA ON					
K2G 1J5					
MEMBER STATUS: <u>UNCONFIRMED</u>					
LAST NAME	FIRST NAME	HEALTH NUMBER	ENROLMENT DATE	END DATE	TERMINATION REASON

APPLE	JASON	000000000	2006-01-21		
FRUIT	MARGARET	888888888	2006-01-03		
MACADAMIAN	MARY	555555555	2006-01-28		
MACADAMIAN	CHARLES	333333333	2006-02-01		
SIMPSON	BART	0000548756	2006-01-16		
SIMPSON	LISA	9999875462	2006-02-02		
WALNUT	JOHN	111111111	2006-01-23		

Note: Seven patients were enrolled to this physician with an "Unconfirmed Status" via submission of the Q200A code between January 1 and February 28, 2006. The report identifies each patient's name, health number, and his/her enrolment effective date. When an E/C form is processed by the MOHLTC for an unconfirmed patient, the patient will appear on the following month's *Enrolment Report Patient Details* with a status of "Enrolled/Registered" (see Appendix 3 for report example).

Appendix 3. Example of monthly *Enrolment Report Patient Details (Member Status Enrolled/Registered)* for March 2006

PCRP55R1	ENROLMENT REPORT PATIENT DETAILS		2006-03-31 PAGE: 01		
REPORT PERIOD: MAR 1, 2006 TO MAR 31, 2006					
GROUP ID:	BXXX				
PHYSICIAN:	000111 DR D. DUCK 6 NOPLACE ST BOX 186 OTTAWA ON K2G 1J5				
MEMBER STATUS: ENROLLED/REGISTERED					
LAST NAME	FIRST NAME	HEALTH NUMBER	ENROLMENT DATE	END DATE	TERMINATION REASON
APPLE	JASON	0000000000	2006-01-21		
FRUIT	MARGARET	8888888888	2006-01-03		
MACADAMIAN	MARY	5555555555	2006-01-28		
MACADAMIAN	CHARLES	3333333333	2006-02-01		
SIMPSON	BART	0000548756	2003-01-16		
SIMPSON	LISA	9999875462	2006-02-02		
WALNUT	JOHN	1111111111	2006-01-23	2006-02-06	40 MEMBER DECEASED

Note: During the reporting period of March 1 to 31, 2006, the MOHLTC processed E/C forms for the seven patients who had been enrolled via the Q200A code in February 2006 (see Appendix 2 report example). These patients now appear on the report with member status of "Enrolled/Registered."