

PROVINCE OF NEW BRUNSWICK <b>HEALTH SYSTEM BULLETIN</b>		<b>FN2016</b>
SECTION: <b>Finance</b>	TITLE: <b>Administrative Support to Salaried Physicians</b>	
SUBJECT: <b>Fees &amp; Payments</b>		
RESPONSIBLE BRANCH: <b>Acute Care</b>		

## Purpose

[French](#)

1. The purpose of this policy is to ensure consistent office related resource allocation to salaried physicians in Regional Health Authorities throughout the province.

## Scope

1. This policy applies to salaried physicians. It should be noted, this policy does not apply to salaried physicians for which support costs are being funded through other budgets such as Community Health Centres, clinics, Health Service Centres and collaborative practices.
2. This policy does not apply to physicians paid on a fee-for-service, sessional, or through alternate methods of compensation.

## Definition

1. Salaried physicians are those medical practitioners who have opted to receive a base annual salary (per the Medical Pay Plan as approved by the Board of Management of the Province of New Brunswick) rather than fee-for-service payments.

## Policy

1. Regional Health Authorities (RHAs) are required to provide office space for salaried physicians, and to be responsible for office-related expenses such as administrative support, telephone and office supplies
2. Funding for salaried physician support will be provided to the RHA's with the understanding that such costs will be minimized by the RHA.
3. Costs will be funded for new salaried physicians employed by the RHA. New salaried physicians include new positions where the physician is remunerated with a salary or the conversion from another remuneration method to a salary.
4. Administrative support staff are to be hired as per the CUPE 1252 Collective Agreement Classification 1025 – Administrative Support (Clinical), identified in Appendix A. These administrative support staff are employees of the RHAs.

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5. Medical records support staff are to be hired as per CUPE 1252 Collective Agreement Classification 1018 – Medical Transcriptionist, identified in Appendix A. These medical records support staff are employees of the RHAs.
6. Funding for leased office space will be paid at the actual cost, for the square footage identified in Appendix A, with the understanding that the best local rate will be negotiated by the RHA.
7. No funding will be provided for office space located within an RHA facility.
8. Cost of office space, administrative support and office supplies, along with start-up costs, will be funded at a rate not to exceed those identified in Appendix A. These will be funded upon submission of a Budget Amendment Request and supporting documents.
9. Effective in the 2017-18 fiscal year, should a salaried physician resign or change to another remuneration method, these funds for salaried physician support will be required to be removed from the RHA base budgets and returned to the Department of Health. Exceptions will be granted on the immediate claw-back of funds when a vacant position is being actively recruited for. Temporary vacancies in excess of 6 months will be required to be returned to the Department of Health as lump sum in-year payments. Calculations will be completed and approved by both the RHA and Department of Health prior to negative budget amendment processing.
10. Rates used for claw back will be as follows:
  - A. Admin support and Medical records support staff – current wage and benefits rates
  - B. Office rental costs – original funding amounts. Exceptions will be made for lease terms not yet satisfied
  - C. Annual supplies – original funding amounts
  - D. Other Expenses - original funding amounts

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Appendix A

Physician / Specialty	Office Space to include patient waiting area	Clerical Staff Per FTE	Medical Records Support	Annual Supplies	Other Expenses (telephone, etc.)	
General Practice including Family Medicine	Up to 1000 sq ft outside hospital facility (office, wait room, reception area, filing area and two exam rooms)	0.5	N/A	\$2,000	\$6,000	
Anaesthesia Intensive Care Microbiology	Pathology Radiology RadioTherapy	Up to 200 sq ft in hospital facility (office only)	0.1	0.1	\$1,000	\$3,000
Emergency	Up to 200 sq ft, including computer access, to be shared amongst group of Emergency physicians	0.1	0.1	\$1,000	\$1,000	
Endocrinology Gastroenterology Geriatrics Infectious Diseases Internal Medicine Neonatology Neurology Oncology	Ophthalmology Orthopaedics Otolaryngology Pediatrics Physical Medicine Psychiatry Respiratory Rheumatology	Up to 600 sq ft outside hospital facility (office, wait room, reception area, filing area and one exam room)	1.0	0.1	\$1,000	\$7,500
OBS/GYN Neurosurgery General Surgery	Urology Cardiology	Up to 600 sq ft outside hospital facility (office, wait room, reception area, filing area and one exam room) Additional Medical Records support required for surgical and/or hospitalization reports.	1.0	0.2	1,000	\$7,500
<i>Notes:</i> <ol style="list-style-type: none"> <li>Should the specialist's practice include an ambulatory clinic, an additional 200 sq. ft. of space is required.</li> <li>Maximum funding allowed for clerical staff is CUPE Class 1025 and for medical records support is CUPE Class 1018.</li> <li>Shared practice(s) would decrease the number of clerical staff required.</li> <li>Start up costs (to include leasehold improvements, equipment, etc.) will be provided to a maximum of \$10,000.</li> </ol>						

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