

Practice Agreement Discussion Notes

Name		
Element	Options / Considerations	Rationale / Notes
Preliminary Information	<p>Include the following information in the notes. The full questions are included in the Practice Agreement Guidance document:</p> <ul style="list-style-type: none"> • Current form of corporate structure • Physician list and status of those in the practice (owners, contractors, locums) • Names physicians in the practice who have a professional corporation • Name a Lead physician primary contact and backup • Lease/own clinic premises • If building is owned, separate company? • If some physicians own premises, lease agreement in place? • Cost sharing formula used by group? What is it? • How is service fee collected and distributed? • Components of physician income? Clinic? Hospital? • Does practice have Information Sharing Agreement and Information Management Agreement? • Does the practice hold a pool of excess funds on behalf of the physicians? 	

Practice Agreement Discussion Notes

<p>1. Guiding Principles and Values</p>	<ul style="list-style-type: none">• Philosophy of Practice• Mission• Vision• Values <p>Separate discussion; note down some thoughts in advance</p>	
<p>2. Future corporate structure</p>	<ul style="list-style-type: none"><input type="checkbox"/> No structure<input type="checkbox"/> Agent Corporation<input type="checkbox"/> Partnership<input type="checkbox"/> Joint Venture Agreement<input type="checkbox"/> Other structure <p>Consider arrangements for exiting the practice and implications for CRA Small Business Deduction</p>	

Practice Agreement Discussion Notes

3.Decision-making	<input type="checkbox"/> Unanimous <input type="checkbox"/> Defined majority: _____	
4.Entering the practice	<input type="checkbox"/> Physicians as Contractors <input type="checkbox"/> Physicians as Owner Associates <input type="checkbox"/> Physicians – Other Type Probation Period: _____	

Practice Agreement Discussion Notes

5. Exiting the practice		
6. Time away from the practice	<ul style="list-style-type: none"><input type="checkbox"/> Vacation<input type="checkbox"/> CME<input type="checkbox"/> Sick time<input type="checkbox"/> Parental leave <p>Notice period: _____</p> <p>Coverage/locum requirements Definition of 'time away' – are you 'away' if you are still taking calls? Virtual visits?</p>	

Practice Agreement Discussion Notes

7. Duties of Associates/Partners	Clinic Administration <input type="checkbox"/> Assigned <input type="checkbox"/> Rotates <input type="checkbox"/> Remuneration for administrative duties	
8. Insurance requirements	<input type="checkbox"/> CMPA <input type="checkbox"/> Disability <input type="checkbox"/> Overhead <input type="checkbox"/> Other	

Practice Agreement Discussion Notes

9. Cost sharing	<p>Consider, what are:</p> <ul style="list-style-type: none">• Common Costs?• Exclusions?	
10. Blended Capitation Fund Distribution	<ul style="list-style-type: none"><input type="checkbox"/> Sessional Pay<input type="checkbox"/> Salary<input type="checkbox"/> Internal Negation<input type="checkbox"/> Other options <p>Separate discussion; note down some thoughts in advance</p>	

Practice Agreement Discussion Notes

11. Out of Basket, Uninsured and 3rd Party Fees Distribution		
12. Compliance with internal agreements, policies, procedures, CPSA standards and guidelines		

Practice Agreement Discussion Notes

13. Dispute resolution	<input type="checkbox"/> Mediation <input type="checkbox"/> Arbitration <input type="checkbox"/> Other	
14. Capital contributions or other financing options	Relates to corporate structure	

Practice Agreement Discussion Notes

15. Other		
16. Locums	<input type="checkbox"/> Hired by the physician <input type="checkbox"/> Hired by the clinic <input type="checkbox"/> Other options	

Practice Agreement Discussion Notes

Who would you like to be present at these discussion(s)?	<input type="checkbox"/> All Physicians <input type="checkbox"/> Clinic Manager <input type="checkbox"/> Team Members	
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