

LFP Locum 98005

Enrolment Checklist



Indicates support resources at the end of the document

The information in this guide cannot be appropriately interpreted without the [LFP Payment Schedule](#)

Getting Started

Note: The LFP Locum Enrolment Code and Setting Registration Code(s) must be successfully submitted to MSP via Teleplan before billing any LFP Locum Time or Interaction Codes. A physician cannot bill as an LFP Locum for dates of service prior to the date these codes are submitted to MSP.

- 1. Review the [LFP Payment Schedule](#) to ensure you meet the eligibility requirements of the LFP Payment Model to submit 98005

Tip: Bookmark the payment schedule in your browser for future reference. Refresh often to ensure you are seeing the most recent version.

- 2. Submit **98005** LFP Locum Enrolment Code
- 3. Submit applicable Setting Registration Codes for all settings where you will provide LFP Locum Services
 - a. **98002** Clinic-based Services (if applicable)
 - b. **98003** Long-term Care and Palliative Care Facility Services (if applicable)
 - c. **98004** Inpatient Services (if applicable)
 - d. **98006** Pregnancy and Newborn Services (if applicable)

Note: Use the MSP Facility Number of the LFP Clinic of any of your host physicians when submitting your Setting Registration Code(s)

A physician submits the Enrolment Code and Setting Registration Code(s) using their MSP Practitioner Number and the following “patient” demographic information:

PHN	9694105066
Patient Surname	Portal

First name	LFP
Date of Birth	January 1, 2023
ICD-9 code	L23

- 4. Complete the [LFP Locum Registration Form](#) (Doctors of BC account login required)
- 5. Allow one business day for MSP to process the enrolment code
 - a. If there is an error with the code submission, there will be an overnight system refusal. If you receive a refusal, correct the errors and resubmit
 - b. Once the code has been successfully submitted, begin submitting LFP Locum Time and Interaction Codes



Note: Submission of the codes and form are only required once per calendar year and provide access to locum time and interaction codes for all clinic and facility-based services until the end of the calendar year, regardless of how many locations where you provide locum services.

Before Each LFP Locum Assignment

- 1. Check if clinic has an MSP Facility Number
 - a. If the clinic does not have a facility number, the medical director can apply for one via [online application](#) or [printable form](#)
 - b. Use the Host Physician’s MSP Facility Number for all Clinic and Facility-based Time and Interaction Codes
- 2. Ensure the Host Physician meets the Host Physician Eligibility Requirements listed in the [LFP Payment Schedule](#)
- 3. Complete the following applicable documents
 - a. [Assignment of Payment](#) (if applicable)
 - b. [Release of Information Agreement](#) (if applicable)

Tip: Without the Release of Information agreement, HIBC is not able to share information with you about your own billings; therefore, this agreement will ensure you can access your own MSP billing/remittance statements upon request

Ongoing Annual Requirements

Between January 1 and March 31 for each subsequent year

- 1. Review the most current [LFP Payment Schedule](#) to ensure that you are continuing to meet the eligibility requirements of the LFP Payment Model for an LFP Locum
- 2. Submit **98005** LFP Enrolment Code
- 3. Submit applicable Setting Registration Codes for all settings where you will provide LFP Locum Services
 - a. **98002** Clinic-based Services (*if applicable*)
 - b. **98003** Long-term Care and Palliative Care Facility Services (*if applicable*)
 - c. **98004** Inpatient Services (*if applicable*)
 - d. **98006** Pregnancy and Newborn Services (*if applicable*)
- 4. Complete the [LFP Locum Registration Form](#)

Quick Billing Tips

1. When can I enrol as an LFP Locum?

Your initial enrolment can happen anytime during the calendar year. To continue enrolment, you must re-submit the enrolment code, setting registration code(s), and locum registration form between January 1 and March 31. We recommend doing this in early January, so it isn't forgotten.

If the Enrolment Code and Setting Registration Code(s) are not re-submitted by March 31 of a given calendar year, **no LFP time or interaction codes will be paid until you submit the codes.**

2. Whose practitioner number do I put in the billing claim when providing services for multiple Host Physicians?

All LFP Locum time codes must have the MSP Practitioner Number of the Host Physician entered in the "Referred by" field on the billing claim. If you are providing care for multiple physicians at the same clinic, use the MSP Practitioner Number of one of the Host Physicians.

3. What ICD-9 code do I use for submitting LFP Time Codes?

All LFP Time Codes must be submitted using ICD-9 code L23. This is one of the most common billing errors among physicians enrolled in the LFP Payment Model.

4. Can LFP Locums apply for a temporary exemption to the limit on Clinic Non-panel Services?

No. LFP Locums are not eligible to submit the Transition Code 98001 and Transition form for a temporary exemption to the 30% Clinic Non-panel services requirements.

LFP Locums must meet the 30% Clinic Non-Panel Services requirement in full at each clinic where they provide locum services. Clinic Non-panel services are services to patients who are not on your panel, or not on the panel of another family physician or nurse practitioner at the same clinic. For example, episodic care provided to unattached patients, or referrals from physicians outside the clinic, are two examples of common Clinic Non-panel services.

This requirement does not apply to physicians practicing in rural communities that were receiving [Northern Isolation Allowance \(NIA\)](#) premiums as of Dec 15, 2002.

It also does not apply to certain Complex Contraception Services and Clinic-based Pregnancy & Newborn Services if the service is identified with one of the specified ICD-9 codes.

For more information and a list of the ICD-9 codes, please refer to the [LFP Payment Schedule](#).

5. As an LFP Locum, do I need to participate in the Provincial Attachment System (PAS)?

LFP Locums providing long-term locum services may need to participate in PAS. For LFP Locums who are providing long-term services at a clinic, we recommend requesting the Medical Director add you to their PAS Clinic and Provider Registry.

You may also want to request access to a Host Physician's Panel Registry to keep it up to date if they are away for an extended absence. This requires [creating a PAS login](#) to access the system and working with the Host Physician or Medical Director to receive access to the physician's Panel Registry.

6. Can LFP Locums solely provide virtual care?

No. LFP Locums cannot solely provide virtual care. The LFP Payment Schedule does not specify that a certain percentage of the total visits need to be in-person interactions. However, a physician cannot solely provide virtual care under the LFP Payment Model. Physicians must provide patient care consistent with any interim or permanent guidance on the [appropriate use of virtual care in physician practices](#) endorsed and/or issued by the College of Physicians and Surgeons of BC (CPSBC).

For example, if you are providing locum services for one day only, the entire day must not be exclusively virtual services. However, if you are providing care for multiple days, it may be acceptable to provide an entire day of virtual care between in-person clinic days.

7. Can I provide LFP Locum services at the same time as a Host Physician?

An LFP Locum may provide locum services at the same time as a Host Physician is providing care or while they are away from practice. As long as the physician is providing locum services on behalf of a Host Physician, there is no requirement that the Host Physician be away from the clinic. They may work alongside the Host Physician.

Need Support?

Doctors of BC

fp.billing@doctorsofbc.ca

For LFP billing and payment related inquiries

[Doctors Technology Office \(DTO\)](#)

For technical help including EMR support

[Practice Support Program \(PSP\)](#)

Offers services to optimize your practice, enhance your use of health technology, and more effectively manage your patient panel

[Physician Business Services](#)

Business operational support for physicians in all stages of practice

BC Family Doctors (login required)

[LFP Simplified Fee Guide](#)

LFP billing made easier

[LFP Billing Question Library](#)

Explore the searchable library

[LFP Tools and Resources](#)

Browse useful tools for your LFP billing

PHSA PAS Command Center

Email: HealthBCSupport@phsa.ca

For technical support with the Provincial Attachment System (PAS)

Teams Meeting: [\(link\)](#)

Dial: 604-900-0985

Hours: Mon – Fri 9:00 am – 7:00 pm

(Conference ID: 684905613)

[User Guides](#)

User guides for actions in the Provincial Attachment System (PAS login required)