

Guide to Requesting Changes to the  
**MSC payment  
schedule**



Economics Team  
Updated May 2026

**doctors  
of bc**

# Table of Contents

- 1. Purpose**
- 2. Process Overview**
  - 2.1 How Changes are Made**
  - 2.2 Key Organizations and Roles**
- 3. Preparing Your Proposal**
  - 3.1 Who Can Submit**
  - 3.2 What to Include**
  - 3.3 Before You Submit**
- 4. Application Submission and Review Process**
  - 4.1 Doctors of BC Review**
  - 4.2 MSP Review**
  - 4.3 Tariff Committee Review**
- 5. Board Approval and Submission to MSC**
- 6. MSC Decision**
- 7. Implementation and Communication**
- 8. Timelines**
- 9. Application Forms**
- 10. Contact and Support**



# 1. Purpose

The Medical Services Commission (MSC) Payment Schedule outlines the fees payable by the Medical Services Plan (MSP) for insured physician services under the Medicare Protection Act. The Payment Schedule is governed by the Physician Main Agreement (PMA) between the Government of British Columbia, the MSC, and Doctors of BC.

Doctors of BC maintains the Fee Guide, which mirrors the MSC Payment Schedule for MSP-insured services while also providing recommended fees for uninsured (private) services.

Although the fees within the Payment Schedule are owned by the MSC, they are stewarded by Doctors of BC Sections, BC Family Doctors, and the Consultant Specialists of BC.

This guide outlines the process for Sections and Societies to request changes to fee items within their areas of responsibility, including:

- Who is involved
- What is required to submit a proposal
- How proposals are reviewed and approved
- What to expect at each stage of the process



---

## 2. Process Overview

### 2.1 How Changes Are Made

Changes to the Payment Schedule - including new fee items, revisions, and deletions - follow a structured review and approval process.

#### Process Flow

- A Section develops and submits a proposal
- MSP reviews the proposal and forwards the application package to the Tariff Committee
- The Tariff Committee reviews the proposal and makes a recommendation to the Doctors of BC Board of Directors

- The Doctors of BC Board reviews and approves the recommendation, where supported
- Approved changes are submitted to the MSC
- The MSC makes the final decision

## 2.2 Key Organizations and Roles

Organization	Role
Sections	Stewards' fees, develops proposals for changes to the Payment Schedule, and completes application forms
Doctors of BC Economics Team	Provides guidance, coordination, and costing support
Medical Services Plan (MSP)	Reviews applications for policy, technical, operational, and financial considerations
Tariff Committee	Reviews application packages and makes recommendations to the Doctors of BC Board
Doctors of BC Board	Reviews and approves recommendations
Medical Services Commission (MSC)	Makes final decisions regarding Payment Schedule changes

## 3. Preparing Your Proposal

### 3.1 Who Can Submit

Proposals must be submitted by:

- The Section responsible for the existing fee item(s), or
- The Section that will steward a proposed new fee item

Individual physicians interested in submitting a proposal should first contact their Section President or Economic Representative, as all applications require Section approval and sign-off prior to submission.

If needed, the Economics team can help connect physicians with the appropriate Section.

## 3.2 What to Include

All proposals must include:

- A completed application form
- Evidence of Section Executive approval  
(*e.g., meeting minutes, signed letter, or email consensus*)
- Supporting documentation  
(*e.g., medical literature, utilization data, or relevant research*)
- Input from any Sections that may be affected



## 3.3 Before You Submit

Sections are encouraged to consult with a Doctors of BC Fee Guide Advisor before submitting a proposal.

Fee Guide Advisors can assist with:

- Completing the application
- Coordinating economic analysis and costing support
- Identifying and consulting with impacted Sections
- Conducting interprovincial scans where required
- Clarifying process requirements

---

# 4. Application Submission and Review Process

## 4.1 Doctors of BC Review

Completed applications should be submitted to the Fee Guide Advisors at:  
[economics@doctorsofbc.ca](mailto:economics@doctorsofbc.ca)

During this stage, a Fee Guide Advisor reviews the submission for completeness and readiness. Incomplete applications will be returned with feedback.

To support the review process:

- Answer all questions fully
- Do not leave fields blank; mark non-applicable items as "N/A"
- Include all required documentation

- Ensure impacted Sections have been consulted, where required
- Provide clear supporting rationale and evidence

Surgical proposals are also referred to the Section of Anesthesiology for input regarding anesthesia complexity level.

Once the submission is complete, a Fee Guide Advisor forwards the application package to MSP.

### **Interim Billing (If Applicable)**

If no appropriate fee item exists, Sections may request MSP approval to use a miscellaneous fee code.

MSP may assign a temporary rate while the proposal is under review.

## **4.2 MSP Review**

MSP reviews all application packages and assesses:

- Consistency with existing Payment Schedule rules
- Clarity and administrability
- Utilization and cost implications
- Compliance with legislation and policy
- Technical feasibility

The intent of the MSP review is to resolve as many issues as possible before the proposal proceeds to the Tariff Committee.

During this stage:

- MSP may request clarification or additional information from the Section
- Most issues are resolved through written correspondence
- Meetings may be scheduled where necessary

At the conclusion of the review, MSP will:

- Confirm whether agreement has been reached with the Section
- Identify any outstanding issues

## 4.3 Tariff Committee Review

### Where Agreement Has Been Reached

Where MSP and the Section have reached agreement, MSP submits a letter to the Tariff Committee outlining:



- The agreed terms
- Fee criteria, including billing notes and fee descriptions.
- Cost analysis
- Supporting documentation  
(*e.g., correspondence and input from other Sections, where appropriate*)
- The Tariff Committee reviews the submission at its next meeting.

If supported, a motion is prepared for Board approval.

### Where Agreement Has Not Been Reached

The Section may be invited to present to the Tariff Committee.

The Committee may:

- Request further work between MSP and the Section, or
- Make a recommendation based on the available evidence

Sections that disagree with the outcome may present their position to the Doctors of BC Board.

If disagreement continues, the dispute resolution process outlined in Article 12 of the PMA applies.

---

## 5. Board Approval and Submission to MSC

If the Doctors of BC Board approves the recommendation, a Fee Guide Advisor prepares an Amendment & Clarification (A&C) letter outlining the agreed-upon changes. The A&C letter is then submitted to the Medical Services Commission (MSC) for decision.

---

## 6. MSC Decision

The MSC has final authority to approve changes to the Payment Schedule.

In making its decision, the MSC considers whether the proposal:

- Complies with the Medicare Protection Act and Regulations
- Is medically necessary
- Has an acceptable financial impact

Approved changes are issued as a Minute of the Commission (MOC).

---

## 7. Implementation and Communication

### Once approved:

- The Ministry of Health distributes the MOC and Broadcast Message
- Doctors of BC updates the Fee Guide and internal systems



**Important:** System updates may take approximately 3–6 months to be implemented.

Sections are notified once implementation is complete.

Updates are communicated through:

- The Doctors of BC website
  - MSP website and Broadcast Messages
  - Direct communication from Fee Guide Advisors
-

## 8. Timelines

### **Typical timeline:**

Approximately 12 months from MSP receipt of the application to final MSC decision

Timelines may vary depending on:

- Proposal complexity
  - Funding considerations
  - Volume of applications under review
  - Requirements for additional consultation or analysis
- 

## 9. Application Forms

The following application forms are available, depending on the nature of the request:

- New medical fee item
- New surgical fee item
- New diagnostic/therapeutic fee item and technical costing worksheet
- Amendment(s) to an existing fee item
- Deletion of an existing fee item

A Fee Guide Advisor can assist in determining the appropriate form.

Application forms are available upon request from:

[economics@doctorsofbc.ca](mailto:economics@doctorsofbc.ca)

---

## 10. Contact and Support

For support at any stage of the process, contact the Economics team:

[economics@doctorsofbc.ca](mailto:economics@doctorsofbc.ca)