

ONTARIO PEDIATRICIAN'S
NEW TO PRACTICE PACKAGE
3RD EDITION // 2024-2025



PEDIATRICS SECTION
ONTARIO MEDICAL ASSOCIATION



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INTRODUCTION

Welcome to the *Ontario Pediatrician's New to Practice Package*, brought to you by the *Pediatrics Section for the Ontario Medical Association (PSOMA)*, and the *Pediatrician's Alliance of Ontario (PAO)*. This document is a compilation of invaluable information for getting started in pediatrics in Ontario. It contains resources, tips and tricks, and real Ontario pediatricians' experiences so that you can know what options are available to you.

This handbook covers IMPORTANT things you won't learn in residency that you NEED to practice pediatrics in Ontario.

If you're reading this, you're either a pediatrics resident in one of the six *Royal College* certified programs in the province, or you're a new grad from another province (or even abroad). Congratulations on joining the ranks of Ontario pediatricians (a growing body of over 2000 physicians), and on starting a career that you will find exciting, and fulfilling.

This resource is provided to final year pediatric trainees free of charge by the PAO and PSOMA, and is updated periodically to best reflect the landscape of pediatrics practice in the province. It will also be available for free to paying members of the PSOMA on an ongoing, updated basis. Practicing non-members of the PSOMA can purchase this guide for **\$75.00**.

As a resident, membership with the Pediatrics Section is free of charge, and comes with a multitude of benefits including premium access to member events, job and locum boards, billings education, and more.

As a practicing physician, membership dues of \$425 (\$212.50 in 1st 2 years of practice) are optional, and are not included in your OMA dues. Paid membership is important to the PSOMA's ability to advocate for you on issues of public/social policy, as well as in negotiations and lobbying to improve remuneration for all pediatricians. As a result, we strongly recommend all practicing pediatricians to do their part in supporting the PSOMA with membership dues. For instructions on how to do this, click [here](#).

Welcome once again, please enjoy this resource, and thank you for all that you do.

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FIRST STEPS

In practicing medicine in the province of Ontario, there are a number of steps to getting your feet off the ground from a regulatory and professional standpoint. Some of these steps are mandatory, and some of them are optional.

The purpose of this chapter is to offer simple, step-by-step instructions to complete these first steps, so that you can hit the ground running without getting tripped up.

WARNING: Waiting for all of your applications to be accepted can take up to a handful of months, so get started as soon as you've passed your Royal College exam!

This chapter covers:

1. College of Physicians and Surgeons of Ontario (CPSO) Licensure
2. Ontario Health Insurance Plan (OHIP) Billing Registration
3. Canadian Medical Protection Agency (CMPA) Membership and Medical Liability Protection (MLP) Reimbursement Program
4. Other Useful/Important Things to Register For
 - A. Go Secure (eSubmit, MCEDT, SADIE/EAP)
 - B. Clinical Connect Ontario
 - C. electronic Child Health Network (eCHN)
 - D. Ontario Telehealth Network (OTN)
5. Professional Memberships
 - A. Canadian Medical Association (CMA)
 - B. Ontario Medical Association (OMA)
 - C. Pediatrics Section for the Ontario Medical Association (PSOMA)
 - D. Canadian Pediatrics Society (CPS)
 - E. American Academy of Pediatrics (AAP)



THE COLLEGE OF PHYSICIANS AND SURGEONS OF ONTARIO

CPSO LICENSURE

The College of Physicians and Surgeons of Ontario (CPSO) is our regulatory and oversight body. It is responsible for ensuring all independently practicing physicians have:

- received accredited medical training at a recognized institution
- passed the MCCQE I and II, or an acceptable alternative
- received certification from the Royal College Surgeons and Physicians of Canada (RCSPC).
- Canadian citizenship or Permanent Resident (PR) status
- No criminal activity

It is also responsible for hearing complaints from physicians, government, and the public, ruling on them, and dispensing discipline.

CPSO Fees include:

- Application Fee (\$1035.00) - ONE-TIME, NON-REFUNDABLE
- Membership Fee (\$1725.00) - ANNUAL
- Expedited Assessment Fee (\$517.50) - OPTIONAL

Please see the following pages for To-Do Lists for completing application (CMGs on Pg. 8, US Grads on Pg. 9, and IMGs on Pg. 10).

Application is completed through the CPSO member portal. **This is the FIRST step, as you cannot get a billing number for OHIP without a valid independent practice license.**

APPLICATION FOR INDEPENDENT PRACTICE (Canadian Medical Graduates)

To-Do List

- ☐ Create CPSO Account [here](#) (if not already done).
- ☐ Login to CPSO Member Portal [here](#).
- ☐ Select “Registration”
- ☐ Complete Self-Screening Questionnaire and then proceed through Application, ensure you have documents as below:
 - ☐ Photocopy of Medical Diploma
 - ☐ Photocopy of Letter/Certificate confirming certification by RCPSC/CFPC
 - ☐ Photocopies of MCCQE Results
 - ☐ MCCQE I
 - ☐ MCCQE II
 - ☐ Criminal Record Check (from Municipal or Provincial Police Service, not 3rd Party)
 - ☐ Curriculum Vitae
 - ☐ Undergraduate Medical Education Institution and Graduation Date
 - ☐ Listing of Postgraduate Training Appointments (Chronological Order)
 - ☐ Listing of Professional Appointments (Hospital/Clinic, Discipline, Duration)
 - ☐ Listing of Previous Medical Licenses
 - ☐ Listing of Specialist/Postgraduate Certifications/Examinations
- ☐ Arrange for the following from third parties:
 - ☐ Medical School
 - ☐ Official Sealed Transcript
 - ☐ Licensing Authorities (CPSO, Other)
 - ☐ Letter of Good Standing (CPSO, or other regional)
 - ☐ Reference Forms (sent directly to CPSO) from
 - ☐ Hospital of Employment CHIEF OF STAFF
 - ☐ Hospital of Employment DEPARTMENT HEAD
 - ☐ Hospital of Employment HEAD NURSE or PROGRAM DIRECTOR

APPLICATION FOR INDEPENDENT PRACTICE (US Medical Graduates)

To-Do List

- ☐ Create CPSO Account [here](#) (if not already done).
- ☐ Login to CPSO Member Portal [here](#).
- ☐ Select “Registration”
- ☐ Complete Self-Screening Questionnaire and then proceed through Application, ensure you have documents as below:
 - ☐ Photocopy of Medical Diploma
 - ☐ Photocopy of Letter/Certificate confirming certification by RCSPC/CFPC
 - ☐ Photocopies of MCCQE Results
 - ☐ MCCQE I
 - ☐ MCCQE II
 - ☐ Criminal Record Check (from Municipal or Provincial Police Service, not 3rd Party)
 - ☐ Curriculum Vitae
 - ☐ Undergraduate Medical Education Institution and Graduation Date
 - ☐ Listing of Postgraduate Training Appointments (Chronological Order)
 - ☐ Listing of Professional Appointments (Hospital/Clinic, Discipline, Duration)
 - ☐ Listing of Previous Medical Licenses
 - ☐ Listing of Specialist/Postgraduate Certifications/Examinations
 - ☐ Arrange for the following from third parties:
 - ☐ Medical School
 - ☐ Official Sealed Transcript
 - ☐ National Practitioner Data Bank (NPDB)
 - ☐ [Self-Query Request](#)
 - ☐ Licensing Authorities (CPSO, Other)
 - ☐ Letter of Good Standing
 - ☐ Reference Forms (sent directly to CPSO) from
 - ☐ Hospital of Employment CHIEF OF STAFF
 - ☐ Hospital of Employment DEPARTMENT HEAD
 - ☐ Hospital of Employment HEAD NURSE or PROGRAM DIRECTOR
 - ☐ Evidence of One (1) Year of Training/Practice in Canada
 - ☐ Certificate/Letter from Program Director of Canadian Training Program **OR**
 - ☐ Certificate/Letter from Exec. Director of Canadian Hospital/Health Facility

APPLICATION FOR INDEPENDENT PRACTICE (International Medical Graduates)

To-Do List

- ☐ Create CPSO Account [here](#) (if not already done).
- ☐ Login to CPSO Member Portal [here](#).
- ☐ Select “Registration”
- ☐ Complete Self-Screening Questionnaire and then proceed through Application, ensure you have documents as below:
 - ☐ Photocopy of Medical Diploma
 - ☐ Photocopy of Letter/Certificate confirming certification by RCSPC/CFPC
 - ☐ Photocopies of MCCQE Results
 - ☐ MCCQE I
 - ☐ MCCQE II
 - ☐ Criminal Record Check (from Municipal or Provincial Police Service, not 3rd Party)
 - ☐ Curriculum Vitae
 - ☐ Undergraduate Medical Education Institution and Graduation Date
 - ☐ Listing of Postgraduate Training Appointments (Chronological Order)
 - ☐ Listing of Professional Appointments (Hospital/Clinic, Discipline, Duration)
 - ☐ Listing of Previous Medical Licenses
 - ☐ Listing of Specialist/Postgraduate Certifications/Examinations
 - ☐ Arrange for the following from third parties:
 - ☐ Medical School
 - ☐ Official Sealed Transcript
 - ☐ National Practitioner Data Bank (NPDB) - if post-graduate/practice in U.S.
 - ☐ [Self-Query Request](#)
 - ☐ Evidence of Standing
 - ☐ Every jurisdiction in which training post-medical school has occurred
 - ☐ Every jurisdiction in which independent practice has occurred
 - ☐ If not required to have license, required letter from Program Director
 - ☐ Reference Forms (sent directly to CPSO) from
 - ☐ Hospital of Employment CHIEF OF STAFF
 - ☐ Hospital of Employment DEPARTMENT HEAD
 - ☐ Hospital of Employment HEAD NURSE or PROGRAM DIRECTOR
 - ☐ Evidence of One (1) Year of Training/Practice in Canada
 - ☐ Certificate/Letter from Program Director of Canadian Training Program **OR**
 - ☐ Certificate/Letter from Exec. Director of Canadian Hospital/Health Facility

OHIP BILLING REGISTRATION

All funding paid to physicians in the province of Ontario is provided by the Ontario Health Insurance Program (OHIP). If you are practicing independently, you will be paid directly by OHIP. If you have an Alternate Funding Plan (AFP), you will be paid by your institution, but you will still be required to bill. Therefore, every practicing physician in Ontario requires an OHIP billing number.

REQUIREMENTS

1. Valid Certificate of Registration
2. Ontario practice address
3. Banking Information (VOID Cheque)
4. [Application for OHIP Billing Number for Health Professionals Form](#) (see checklist below)
5. Registered for:
 - A. Medical Claims Electronic Data Transfer (MCEDT)
 - B. Health Card Validation (HCV)

APPLICATION PACKAGE CHECKLIST

- ☐ Application Form found [here](#).
- ☐ Information on Postgraduate Healthcare Professional Training
- ☐ Certificate Information (Type [eg. independent], Effective Date, Registration #)
- ☐ Primary Practice Address (and Secondary Sites if applicable) - do not use home address (will be publicly available)
- ☐ Void Cheque (can be found as a PDF through most online banking platforms)

After completing your application form, you can submit it electronically with a scan/PDF of your void cheque to ProviderRegistration.MOH@ontario.ca; you may fax it to (613) 545-5848; or you may mail directly to:

Ministry of Health and Long Term Care
Claims Services Branch
Provider Registry Unit
PO Box 68
Kingston, ON K7L 5K1

This is the first step in registration for payment and **may take up to 4-6 weeks** to be issued. **However, you can start working before you formally receive your OHIP billing number and bill retroactively.** Upon issuance, you will receive information on setting up your MCEDT account and how to complete HC Validation (HCV). More detailed instructions on how to enrol in these programs can be found in section 3 of the [MCEDT manual](#).

Briefly, the MCEDT is a web-based program through which you can upload claims information for payment. Through the MCEDT, you can also submit batches of HCV information. HCV (see manual above) is necessary to ensure the patient who you are providing services to is eligible to receive those services, so that you will be paid.

NB: most billing software has HCV processes built in. It is much easier to bill through your clinic's electronic medical record (if available) or using various third party applications, which simplify the claims submission process.

PREMIUM MEMBERSHIP TO PSOMA

You have two options to support the PSOMA:

1. Community Pediatricians
2. Academic Pediatricians (and those who renew their OMA Membership by mail)

OPTION 1: COMMUNITY PEDIATRICIANS

1. Log into your **OMA Account**. If you do not remember your log in details, reset with your email address or OMA number, or email membership@oma.org.
2. Once logged in, you will see this screen:

The screenshot shows the OMA Account dashboard. On the left is a sidebar with links: 'My Insurance Insurance Policies', 'Profile Professional Info, Credentials & Contact Info, My Subscriptions', 'Dues and Fees', 'Statements & Receipts', and 'Pay dues & fees'. The main content area shows 'Regular Member' with a 'Pay dues & fees' button and a total of '\$1,970.00'. Below this is a section for 'CONSTITUENCY FEES' with two buttons: 'District Eleven' and 'Section on Pediatrics Section, OMA'. On the right, there is a 'View' button for 'Review your Constituency Email Consent'.

3. Check if **Section on Pediatrics Section, OMA** is there, if NOT, you are **not** currently a paying member of the PSOMA.
4. Click on **"Pay Dues and Fees"** and see the following window:

The screenshot shows the 'Pay Dues and Fees' window. It has a sidebar with 'Membership Dues' and 'Constituency Fees' (selected). The main area is titled 'Constituency Fees Step 2 of 4' and lists fees for 'District Eleven' (\$60.00) and 'Section on Pediatrics Section, OMA' (\$375.00). The 'Section on Pediatrics Section, OMA' fee is highlighted with a green checkmark. At the bottom are 'Back' and 'Next Step' buttons.

5. Check off **"Section on Pediatrics Section, OMA,"** then click **"Next Step"** and follow the instructions for payment.

OPTION 2: ACADEMIC PEDIATRICIANS

1. Please email Angie at pedsontario@gmail.com to enquire about other payment options.

Want to See More of the New to Practice Guide?

Become a Premium Paying Member!

1. Go to www.oma.org/myaccount and log in using your username (OMA number or email address on file) and password
2. Once logged in to "myaccount," Click on the Pay Constituency Fees tab
3. Click on the Next Step tab to review or enter your payment information.
4. Click on the Next Step tab to confirm your details
5. Click on Submit tab

Constituency fees are automatically reduced 50% for those who are in the first two years of practice!