

Setting Up a New Clinical ARP

Required Forms for All New Clinical ARPs

1. Setting up new ARPs and creating new ARP Business Arrangement

Form ARP006 This form is to be completed by the authorized representative and signed by all physicians joining the program at that time. The program submitter must be included on the form and the program banking information must be submitted with this form.

2. Adding participating physicians to the ARP

Form ARP008 Each participating physician needs to complete this form. If the physician is joining as a Professional Corporation (PC), the name of the PC must be entered on the form and the physician needs to sign the form twice. Once as the participating physicians and once as a representative of the PC. **Note: Scanned copies to be sent AH, AMA and AHS and the original copy to be mailed to AH**

3. Managing online services

Form AHC2214 This form names one person as the Access Administrator. The access administrator will be responsible for granting others access to the Program's online services. This form is completed by the authorized representative or the program manager.

Form AHC2215 **Section A** of this form must be completed by all individuals who require access to the online services for managing panels, and reviewing and printing reports. The access administrator must complete Sections B and C of this form.

Additional Forms That May Be Required.

4. Adding a second submitter to the program.

Form ARP007 If the program has more than one submitter the second submitter must complete this form. With this form a second subordinate event business arrangement will be created, which can be a non-payment BA by Program choice

5. Paying physician directly (sessional programs only)

Form ARP007 If a sessional program wants Alberta Health to pay each participating physicians directly, then this form must be completed by all participating physicians and their banking information must be provide with the form. This will create subordinate event/payment business arrangements for each participating physician.

6. Adding a physician that is new to Alberta.

AHC11234 Physicians that are new to Alberta must complete this form to register with Professional and Facility Management Unit in Alberta Health (Fax: 780-422-3552, Email: Health.Pracforms@gov.ab.ca). Physicians are required to be registered with Alberta Health and have a valid practitioner identifier before joining a Clinical ARP.

Managing an Existing ARP

1. Adding and removing participating physicians.

Form ARP008 Each new participating physician needs to complete this form. **Note: Scanned copies to be sent AH, AMA, and AHS, the original copy to be mailed to AH.**

Form ARP010 All participating physicians leaving the program must complete this form. **Note: Scanned copies to be sent AH, AMA, and AHS, the original copy to be mailed to AH.**

Note: the Authorized Representative of a Clinical ARP has the right to terminate a Participating Physician by signing an LOT on his or her behalf.

Form ARP007 *If a sessional program wants Alberta Health to pay each participating physicians directly, then this form must be completed by all participating physicians*

2. Adding and removing locum physicians.

Form ARP009 New locum physicians need to complete this form. If their end date is not known this information can be left blank. **Note: Scanned copies to be sent AH, AMA, and AHS, the original copy to be mailed to AH.**

Form ARP011 All locum physicians leaving the program must complete this form. **Note: Scanned copies to be sent AH, AMA, and AHS, the original copy to be mailed to AH.**

Note: the Authorized Representative of a Clinical ARP has the right to terminate a Locum Physician by signing an LOT on his or her behalf.

Form ARP007 *If a sessional program wants Alberta Health to pay each participating physicians directly, then this form must be completed by all participating physicians*