



Fellowship Programme Manual

Safety and Quality

**Department of Anesthesiology,
Perioperative and Pain Medicine**

University of Calgary

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Introduction

The Cumming School of Medicine, University of Calgary offers a one-year Fellowship programme in Safety and Quality in Anesthesiology.

This is an academic Fellowship with formal course-based work offered through the Department of Community Health Sciences, Cumming School of Medicine (CSM), as well as two Safety and Quality courses offered through the University of Calgary's Office of Continuing Medical Education & Professional Development, and sponsored by the Health Quality Council of Alberta (HQCA) and the CSM W21C. Fellows will also complete the Disclosing Unanticipated Medical Outcomes (DUMO) course offered by Alberta Health Services. In addition, Fellows will be expected to prepare to publish in peer-reviewed journals during the course of their Fellowship.

The goal of the programme is to best match the Fellowship training experience with the educational goals and future practice needs of each Fellow. To that end, and depending on their specific areas of interest, Fellows will be paired with experts in Safety and/or Quality. As such, the Safety and Quality Fellowship Supervisors will endeavour to provide the knowledge, skills and experiences necessary for Fellows to develop and implement safety and/or quality initiatives so that Fellows may work towards becoming leaders in the field.

Overall plan for the Fellowship

Academic and clinical time will be split on a 60% academic and 40% clinical basis. Academic days will allow Fellows to undertake the formal course-based work, and to plan and undertake a research project. Clinical time will be spent as an independent consultant in the Operating Rooms of any of the adult hospitals in the city, including:

- Foothills Medical Centre <https://www.albertahealthservices.ca/info/facility.aspx?id=1001105>
- Peter Lougheed Centre
<https://www.albertahealthservices.ca/info/facility.aspx?id=2>
- Rockyview General Hospital <https://www.albertahealthservices.ca/info/facility.aspx?id=3>
- South Health Campus <https://www.albertahealthservices.ca/info/facility.aspx?id=1050651>

Time spent in the OR will serve to let Fellows continue to develop their clinical skills, as well provide the income that will support their Fellowship.

Educational components

Required Certificate courses: The Fellow will complete the following courses offered in conjunction with the Cumming School of Medicine, the Health Quality Council of Alberta (<http://hqca.ca/>) and W21C (<http://www.w21c.org/>). On completion of these courses, Fellows will receive a Certificate from the University of Calgary.

- Certificate in Patient Safety and Quality Management Course
<https://www.patientsafetycourse.ca/>
- Investigating and Managing Patient Safety Events
<http://www.patientsafetymanagement.ca/home>

The Fellow will complete the following course offered by Alberta Health Services. On completion of this course, the Fellow will receive a Certificate from Albert Health Services.

- Disclosing Unanticipated Medical Outcomes (DUMO)
<https://insite.albertahealthservices.ca/qhi/Page6527.aspx>

Required Credit courses: The Fellow is expected to complete at least one, and preferably two, of the following courses offered by other Departments at the University of Calgary. On completion of these courses, Fellows will receive three to six University of Calgary credits. These courses include:

- Department of Community Health Sciences, Cumming School of Medicine
 - MDCH 610: Biostatistics 1. Essentials of Biostatistics
 - MDCH 640: Fundamentals of Epidemiology
 - MDCH 660: Foundations of Health Services Research
 - MDCH 666: Health Policy
 - MDCH 741: Systematic Reviews and Meta-Analysis

- Department of Psychology, Faculty of Arts
 - Human Factors 425
<https://psychology.ucalgary.ca/manageprofile/courses/fl18/PSYC425?destination=profiles%2F220-39421>

Project in Safety or Quality: The Fellow will undertake and complete a project, as part of the requirements for completion of the Certificate in Patient Safety and Quality Management Course.

Readings: Fellows will complete readings assigned from the Safety and Quality literature.

Department of Anesthesia Educational Opportunities

- Grand Rounds: These are held on Friday mornings before the start of the OR.
- Journal Club: These are held on an intermittent basis.
- Scholarly Research Evening: This is held yearly.

Publications: Fellows will produce a minimum of one manuscript suitable for peer-reviewed publication by the end of their Fellowship.

Mentorship: At the start of the Fellowship, each Fellow will be paired with a Department expert in Safety and/or Quality to assist them with their research project and their assigned readings. Each Fellow will also be assigned a mentor for the Safety and Quality project they will undertake as part of the Certificate Course in Patient Safety and Quality Management.

Committee work: Fellows will be expected to participate in the Calgary Zone Quality Assurance / Quality Improvement Committee and to take part in educational case reviews and Quality Assurance reviews, as a Post-Graduate Fellow Member of the Quality Assurance Committee.

Teaching Opportunities

Safety and Quality Fellows will be involved in teaching other medical trainees. During their independent OR days, Fellows may be joined by medical students, anesthesia residents, non-anesthesia residents and allied health providers. The Fellow will be expected to participate in the supervision and education of these individuals. The Fellow will also be expected to participate in formally teaching anesthesia residents during the Safety and Quality core curriculum.

Learning Objectives

The overall objective of this Fellowship is to have Fellows contribute to improvement of the Safety and Quality of anesthetic care.

Medical Expert

- Describe the core principles of Safety and Quality.
- Describe the structure of a Safety and Quality of care model and the key points of intervention for harm reduction.
- Demonstrate the ability to apply physiological and pharmacological principles, and clinical knowledge when undertaking Quality Assurance reviews, in the areas of
 - Acute and chronic pain care
 - Cardiovascular anesthesia
 - General surgery
 - Neurosurgery
 - Obstetric anesthesia
 - Orthopedic surgery and Trauma
 - Pediatrics
 - Psychiatric care, including Electroconvulsive Therapy
 - Plastic, ophthalmic, and ear, nose and throat surgery
 - Regional anesthesia
 - Thoracic anesthesia.

Communicator

- Obtain information from patients and their families, the healthcare record, colleagues and other sources of data to identify hazards in the system that could or did contribute to patients being harmed and formulate recommendations to deal with and/or mitigate those hazards.
- Demonstrate the ability to undertake disclosure with patients and their families after events when patients nearly or actually suffered harm.
- Engage with colleagues and other healthcare providers in discussion of Safety and Quality principles in peri-operative anesthetic care.

Collaborator

- Demonstrate the ability to work with colleagues, other healthcare providers, and patients and their families to improve the Safety and Quality of care in their area of practice.
- Formulate plans for improvements in Safety and Quality that engage multi-specialty and multidisciplinary healthcare providers.
- Disseminate the findings of their Safety and/or Quality related research to Departmental colleagues, other healthcare providers, and patients and their families in their area of practice.

Scholar

- Describe the history and evolution of Safety and Quality in anesthesia and in healthcare, including the appropriate adaptation in anesthesia of various aviation concepts related to safety and quality, including
 - a healthcare Safety and Quality model
 - a healthcare Safety and Quality Information Management Model
 - Human Factors and Crew Resource Management
- Critically appraise and discuss publications in Safety and Quality, with particular reference to their application to the local population.
- Design Safety and Quality studies of peri-operative interventions and outcomes.

Manager

- Demonstrate the ability to undertake economic evaluations to maximize scarce healthcare-related resources, including the added costs to the healthcare system and to society when patients are harmed during the course of receiving healthcare.

- Discuss the practical barriers to making improvements in Safety and Quality in healthcare system and develop strategies to overcome these barriers when designing and delivering care that is safer and of higher quality.
- Describe the application of a Safety and Quality Information Management System in anesthesia, giving examples from anesthetic practice.

Health advocate

- Discuss the benefits to patients, their families, healthcare providers and society of care that is safer and of higher quality
- Describe how a healthcare system should respond when the outcomes of healthcare design and delivery are not optimal.
- Demonstrate the benefits of working with patients and their families to improve the Safety and Quality of care.

Professional

- Explain the critical role that microsystem and macrosystem leadership has for Safety and Quality.
- Demonstrate the importance of and principles for the confidentiality and safe-guarding of patient-related information.
- Demonstrate commitment to the Safety and Quality of individual patients, the healthcare system and society.

Evaluation Policy

At the beginning of the Fellowship, Fellows will identify a Safety or Quality project/study and specify objectives for the project. The project and its objective(s) will be reviewed and approved by one of the Fellowship Supervisors/Preceptors. The project's progress will be reviewed every quarter, as part of the Fellow's Fellowship Evaluation Report (FER). (Please see below.) The Fellow must complete a written report of the project and present it at Rounds, with both the report and the presentation forming part of the Fellow's final evaluation.

The Fellow will enroll in the two University of Calgary Certificate Courses (the Patient Safety and Quality Management course and the Investigating and Managing Patient Safety Events course), as well as Alberta Health Services' Certificate Course, Disclosing Unanticipated Medical Outcomes (DUMO), and will successfully complete these courses as part of the Fellowship.

At the beginning of the Fellowship, Fellows will identify a Safety or Quality project/study and specific objectives for the project. The project and its objective(s) will be reviewed and approved by one of the Fellowship Supervisors/Preceptors. The project's progress will be reviewed every quarter, as part of the Fellow's Fellowship Evaluation Report (FER). (Please see below.) The Fellow must complete a written report of the project and present it at Rounds, with both the report and the presentation forming part of the Fellow's final evaluation.

The Fellow will be required to complete the assigned reading list and will maintain a log of completed readings.

As stated above, the Fellow will be required to successfully complete selected University of Calgary courses as part of the Fellowship. The specific courses are to be selected by the Fellow from the list provided when applying for the Fellowship. It is the Fellow's responsibility to enroll in these selected courses and then provide confirmation of enrolment and successful completion of these courses to one of the Fellowship Supervisors.

A formal electronic evaluation (one45) will be provided, using the University of Calgary one45 online system. These are to be submitted by the Fellow at the end of each four-week block and will

be completed by the assigned Preceptor. It is mandatory for Fellows to submit a one45 evaluation each block, otherwise they will be considered to have failed that block.

At the end of each 12-week period, Fellows will meet to review their progress in the Fellowship programme. A Fellowship evaluation for the period (FER) will be produced by one of the Fellowship Supervisors after these meetings. This FER will be based on the previous three blocks' evaluations, reading logbook, project progress report and course work, as well as any other formal feedback received by the Fellowship Supervisor(s).

Clinical work

Generation of Income: The Fellow's income for the training year is generated through the Fellow undertaking locum assignments in the Main OR of one or more Calgary Zone adult hospitals. The Fellow bills the day as an independent practitioner.

Locum shifts: These are assigned to the Fellow by the Department's schedulers. Fellows will be assigned approximately 95 weekdays and 24 locum call shifts during the year. Locum shifts will be distributed with the goal of maximizing educational benefit and allowing integration with the various sites' clinical need/availability of locum work. It is anticipated that the Fellow will provide concentrated locum coverage during the first 8-12 weeks of his/her Fellowship to familiarize him/herself with the work environment/health system in the Calgary Zone. After this initial period, locum work will ideally be evenly spread through each block in such a way as to allow the Fellow to attend academic courses and carry out work on his/her project.

Salary: Fellows will be paid a yearly salary of \$ 95,000.00. This salary will be paid monthly, at the end of each month.

Associated Costs: These include Fellowship Registration Fees

Additional income: This is any income generated by the Fellow above the Salary (\$95,000) plus Associated Costs of the Fellowship (\$5000). Any income generated above the threshold of \$100,000 will be transferred to a University of Calgary Research Account. Additional income will be divided in a tiered manner, with the first \$75,000 deemed the Non-Clinical Support Amount; any additional amount after \$75,000 will be deemed the Bonus Eligible Amount.

Non-Clinical Support Amount: This will be allocated to expenditures in support of the academic mission of the Fellow and to assist the Fellow in improving the Safety and Quality of anesthetic practice in Alberta. These Safety and Quality Fellow related expenditures may include but are not limited to:

- Support for a data analyst, data extraction, data matching services
- Statistical support
- Research assistant/administrative support
- Fellowship educations, courses
- Conference fees/Reimbursement for travel to conferences
- Honoraria for selected visiting speakers.

The Fellowship Supervisors will determine and approve these expenses based on the needs of the Fellow and Fellowship programme. The Fellowship Supervisors will then provide a report of these expenses to Fellowship Committee on a bi-annual basis. There will be a Fellow Representative on this Committee.

Excess Expenses: If there are additional funds in the Research Account and if expenditures for a given fellow are estimated to exceed the allocated Non-Clinical Support Amount, then these expenses will be deemed Excess Expenses. These Excess Expenses must be approved by the Fellowship Committee before being incurred by the Fellowship Supervisors. In approving these expenses, the Fellowship

Committee will consider that the purpose of the Research Account is to allocate funds only for requests which are directly related to Fellowship Academics. These include, but are not limited to, such items as equipment/statistical assistance/administrative help for research projects, as described directly above.

Bonus Eligible Amount: Fifty percent (50%) of any income generated above the Salary (\$95,000) plus Associated Costs (\$5,000) plus the Non-Clinical Support Amount (\$75,000), i.e., billing income > \$175,000, will be paid to the Fellow as a Fellowship bonus. This bonus will be paid approximately six weeks following submission of the Fellow's final billings at the end of the Fellowship. The delay period will allow for most of the Fellow's billings to be received and for the required AHS accounting/payment processes to be completed.

The remaining 50% of the Fellow's billed income will be transferred to the University of Calgary Research Account and will be allocated in accordance with the rules for the Non-Clinical Support Amount, as described above.

Fellows may elect to request additional locum assignments during their vacation time. All billings during this time will be deemed as a Bonus Eligible Amount and allocated according to the rules for these amounts. Fellows may also elect to use vacation time to work at a hospital outside Alberta. The specific requirements for such an arrangement (privileges, CMPA, etc.) are to be set-up by the Fellow and that particular hospital. Any income generated outside Alberta would not go through the AHS Fellowship Account and would not be subject to any retention of funds.

No income tax will be withheld by AHS so Fellows should plan to set aside an appropriate amount of salary and bonus payments to account for payment of income tax to the Canada Revenue Agency.

Call Requirements

Expected average call: On average, the Fellow will work one to two call shifts/month for a total of 12 to 24 calls in a 12-month contract.

Distribution of call: The Fellow may work up to four weekdays of call in each four-week block. (This is not required if the block's vacation is two weeks or more.)

Call maximums: The Fellow will work one or two weekend call shifts in each four-week block. (This is not required if the block's vacation is two weeks or more.)

Post-call days: These are defined by the Policy for staff anesthesiologists at the specific site of work.

Additional call: Fellows may be assigned additional call but the total for this shall not exceed the maximum number of calls permitted for residents on the same rotation.

Absence from Clinical Work

Vacation: Fellows are allotted up to four weeks (including weekends) of vacation time during the Fellowship year. Vacation requests are to be submitted to the Fellowship Supervisors and the work schedulers.

Conferences: Fellows are encouraged to attend relevant conferences/educational meetings. Attendance at these events will be allowed without requiring the use of vacation time for up to five

weekdays or three events. Additional time off will be possible, should the Fellow be presenting a poster or speaking at a conference. These additional conference requests will be assessed on a case-by-case basis.

Leaves of Absence (LOA): The Post-Graduate Medical Education (PGME) LOA policy can be found under the tab ‘Leaves of Absence’ at: <http://wcm.ucalgary.ca/pgme/current-trainees/residency-training-policies>. Special leave will be granted by the Fellowship Supervisors in accordance with PGME policies, as well as those of Alberta Health Services (AHS) and the Royal College of Physicians and Surgeons of Canada (RCPSC). As a general rule, if a Fellow incurs an LOA over two weeks’ duration (cumulative), then the Fellow will be required to extend the Fellowship.

Code of Conduct

All Fellows should be aware of the PGME policies on the Code of Conduct expected of Faculty members and learners. These can be found at <http://cumming.ucalgary.ca/pgme/current-trainees/residency-training-policies> under the tab ‘Code of Conduct’. In particular, Fellows should review the ‘Advice to the Profession’ on social media from the College of Physicians and Surgeons of Alberta (CPSA) at <http://cpsa.ca/wp-content/uploads/2015/08/Social-Media-Advice-Document.pdf>.

Fellow Well-Being

Fellow well-being is given a high priority in our programme. For health, personal, and career concerns, Fellows are encouraged to seek assistance early. In addition to the resources available within the Department, excellent support is available through:

- the University Health Services at the U of C (<https://www.ucalgary.ca/wellnesscentre/services/health/medical>)
- the Physician and Family Support Program (PFSP) of the Alberta Medical Association (AMA) (<https://www.albertadoctors.org/services/physicians/pfsp>).

Personal and professional responsibilities: The Fellow should be aware of escalating health problems, sleep deprivation, stress, worries and doubts, and promptly discuss these with one of the Fellowship Supervisors or other Faculty member. The Fellow should also be aware of signs of drug misuse in his/her colleagues and seek advice if he/she has concerns.

Harassment and bullying: Any Fellow who feels that he or she is being harassed or bullied should notify either a Faculty member or one of the Fellowship Supervisor(s). All allegations of harassment and bullying are taken seriously and will be investigated and addressed as needed.

Ombudsman: In the event that the Fellow is not comfortable addressing the matter with any member of the Department of Anesthesia, then he or she should contact the Fellowship Programme’s Ombudsman, Dr. John Graham, from the Division of General Surgery at the Rockyview General Hospital, (john.graham@ahs.ca) to have the matter addressed. The role of the Ombudsman is to assist Fellows who perceive that they have been offended or treated unfairly, and/or feel that they are not being adequately supported within their own Fellowship.

Fellow Safety Policy: All Fellows should be aware of the PGME policy on resident safety. This policy can be found at <http://wcm.ucalgary.ca/pgme/current-trainees/residency-training-policies> under ‘Resident Safety’. These same policies apply to Fellows. The Supervisors of the Safety and Quality Fellowship Programme wish to act promptly to address identified safety concerns and events, and to be proactive in providing a safe learning environment.

Resources for Fellows

Personal Health Care: All Fellows are urged to have a Family Physician throughout their Fellowship. Self-medication, prescription writing without formal consultation, and removal of pharmaceuticals from the OR are not supported. While it is reasonable to keep a limited number of labeled syringes/vials to take to patient care areas while on call, keeping narcotic boxes in the On-Call room is absolutely prohibited.

Agencies: There are three main agencies / organization that offer assistance.

- The **Alberta Medical Association (AMA)** offers a variety of services, including emergency support. Please see <https://www.albertadoctors.org/>

The **AMA Physician and Family Support Program** manages a hotline at 1-877-SOS-4MDS (767-4637). Up to six one-hour counseling sessions for each family member each year are available free of charge.

Please see <https://www.albertadoctors.org/services/physicians/pfsp> and <https://www.albertadoctors.org/services/physicians/pfsp/i-need-help-now>.

- **Alberta Health Services (AHS)** also has an Employee and Family Assistance Program that can be reached at 1-877- 273-3134 or <http://insite.albertahealthservices.ca/Files/hr-whs-fact-sheet-shepellfgi-online-access.pdf>.
- **The University of Calgary (U of C)**'s main campus has a variety of services, including a bookstore, recreational facilities, The Chaplains' Association, Student Rights Advisor, and Academic Counseling.

Experts from Outside the Specialty: Experts in the areas of law, practice management, accounting, lifestyle, time management, addiction, learning problems, exam-writing anxiety, multiple choice answering strategies, sleep disorders, and a variety of other areas of potential interest to residents are frequently invited to present at Academic Half-Day and CARR (Calgary Anesthesiology Residents' Retreat). Should the Fellow require help in any of these areas, then the Fellowship Supervisors will facilitate arrangements as needed.

CMPA: If a Fellow thinks that he or she might be, or is, faced with a serious complaint or a threat of a lawsuit, then the Fellow should:

- notify the CMPA at once by telephone on 1-800-267-6522 and not contact the CMPA by e-mail
- give complete, concise information
- wait for a reply from the CMPA before taking any further steps or making any statements
- ensure that clinical records are secure
- not consult a lawyer without instructions from the CMPA. The CMPA does not accept responsibility for the payment of legal expenses incurred without its prior approval
- not answer any letters of complaint from patients, lawyers or others without first receiving the CMPA's advice.

Appendices

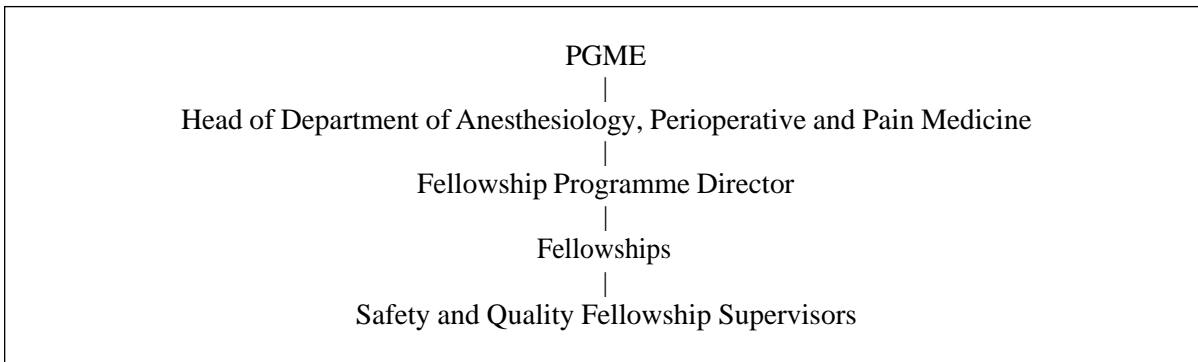
Appendix 1

The Fellowship Programme

Governance

The Fellowship Programme in Safety and Quality in Anesthesia is run under the auspices of Post-Graduate Medical Education (PGME), Cumming School of Medicine, University of Calgary.

The governance is as follows:



The Associate Dean, PGME is Lisa Welikovitch. The Head of Department is Dr. Gary Dobson. The Fellowship Director is Dr. Joel Fox.

Fellowship Supervisors

The Fellowship Supervisors are responsible for the overall conduct of the Fellowship Programme. The current Fellowship Supervisors are Drs. Jan Davies, Donal Finegan, and Michelle Theam, who are responsible to the Head of the Department of Anesthesia and the Associate Dean for PGME.

The Fellowship Supervisors' specific duties include

- development and operation of the Fellowship Programme to meet general and specific standards of accreditation
- selection of candidates for admission to the Fellowship Programme, including the organization and conduct of interviews
- evaluation of Fellows in accordance with appropriate policies and stated educational objectives
- maintenance of an appeal mechanism
- facilitation of career planning
- counseling Fellows as required and dealing with professional and personal problems
- ongoing Fellowship Programme review, including
 - educational experience (including the curriculum as it relates to goals and objectives)
 - optimal use of available resources and facilities
 - opinions of the Fellows
 - teaching and teachers.

The Fellowship Supervisors will ensure that the formal teaching in the programme is organized, relevant, and continually updated, and that programme documents are current and widely available.

Updated November 19, 2018

Assistance and resources will be provided to Faculty involved in educational programmes. The Fellowship Supervisors act as liaison between the Fellows and Faculty, frequently in the role of advocate for Fellows, helping to ensure that Fellows' specific needs and requests are dealt with rationally and compassionately. With the assistance of Faculty, the Fellowship Supervisors are required to have an ongoing awareness of each Fellow's performance. Should there be any concerns, then these will be addressed with the Fellow and the Department of Anesthesiology, Peri-operative and Pain Medicine in a timely and appropriate way.

Fellowship Selection Process

Applications for the Fellowship Programme in Safety and Quality will be submitted directly to the Fellowship Supervisors. All applicants must have received FRCPC designation and qualify for medical licensing from the College of Physicians and Surgeons of Alberta. A complete application includes a completed Safety and Quality Application Form, a covering letter, a current Curriculum Vitae and two letters of reference.

Candidate files will be reviewed and selected candidates then invited for an interview. The date for Calgary interviews will be determined by the availability of Faculty to conduct interviews, as well as the schedule of the Fellowship applicant(s). If the applicant is unable to travel for an in-person interview, then a series of telephone interviews will be arranged. This process will not be harmful to the success of an applicant in securing a Fellowship position.

During the selection process, consideration will be given to the completed Safety and Quality Application Form, academic record, clinical performance record, suitability for a Fellowship in Safety and Quality, the two letters of reference, the covering letter of intent, and the interviews. All application decisions are final.

Appendix 2

Additional details about Clinical Work and Billing

High-demand vacation periods: Fellows will need to be available for room assignments (although they may not actually be booked) for two of the four high-demand vacation periods: Thanksgiving, Christmas, New Year and Spring Break. At the start of the Fellowship year, Fellows are expected to choose which two periods they will be available for potential scheduling.

Statutory holidays: If a Fellow is scheduled to work on a Statutory Holiday, then the Fellow may choose any other day to have off from clinical work as an ‘in-lieu’. The choice of the in-lieu day can be made by

1. emailing the Fellowship Programme Secretary (anesthesia.fellowships@ahs.ca) and Fellowship Supervisor(s), as is done for requesting vacations, as well as
2. booking the day on Physician Scheduler as an ‘Academic Day’, with a note to the Schedulers.

Billing codes: Fellows are responsible for obtaining billing codes from the surgeons with whom they are working, as well as entering appropriate modifiers on the billing slips. All billing slips will be submitted for third party billing (provided by MediCom) to Alberta Health & Wellness (AH &W). Billing will be paid by AH&W into an AHS Fellowship Account reserved exclusively for Fellows in the Department of Anesthesiology, Perioperative and Pain Medicine. Fellows will then be paid from this account. Billing slips are collected every Thursday morning. Fellows should try to submit all billings for each block on the last Wednesday before the start of the next block.

Workers Compensation Board (WBC) payments: These (WBC) payments will be sent directly to the AHS account.

International patients: In the rare event that a Fellow bills an international patient for anesthetic care, then that payment will be sent directly to the Fellow from MediCom and will not be counted in the Fellow’s annual salary or quarterly bonuses from AHS. (That is, if and when Fellow is paid, then the amount may be considered as ‘free’ money).

Spilt-cases: For any ‘split-cases’, where care of the patient has been split between a Fellow and another attending anesthesiologist, then the following procedure should be followed.

- **Scenario 1:** The Fellow is billing the “split-case”. The Fellow needs to write on the billing slip that it is a split case, the name of the other anesthesiologist, and the times each person was involved in the patient’s care. This is in addition to the regular billing information. The Fellow should then submit the billing slip. Once the total amount of the billing has been deposited into the AHS account, the Fellow will be paid ‘extra’ and will need to write a cheque for the other anesthesiologist. MediCom will provide Fellow with a letter stating the amount that will need to be paid.
- **Scenario 2:** The other anesthesiologist is billing the ‘split-case. The Fellow must still fill in a complete billing slip as described above. The difference will be Fellow to note clearly that the other anesthesiologist is submitting the billing slip to AH&W. Once that anesthesiologist has given the Fellow a cheque, then the Fellow will have that amount of money subtracted from the Fellow’s next monthly payment.