

LICENSING AND PRACTICE CHECKLIST

TIMELINE	REQUIREMENT	CONTACT
<input type="checkbox"/> Allow 90 days	AHS Medical Staff Appointments & Clinical Privileges <ul style="list-style-type: none"> - In the process of granting clinicians access to AHS facilities and resources, Medical Affairs verifies credentials and coordinates clinical privileging. - Medical Affairs will send you an application package for your medical staff appointment and clinical privileges. 	Department of Family Medicine Katja Moeller fm-appt@albertahealthservices.ca Ph 403-955-9227 Fx 403-476-8762
<input type="checkbox"/> Allow 90 days	Alberta License – Physician Registration <ul style="list-style-type: none"> - In Alberta, all physicians practicing medicine must be licensed by the College of Physicians and Surgeons of Alberta (CPSA). 	CPSA Registration Assistants Ph 780-969-4924 or 1-800-320-8624 ext. 4924 (in Alberta) registration@cpsa.ca www.cpsa.ca
<input type="checkbox"/> Prior to practice (required for privileges)	Canadian Medical Protective Association (CMPA) <ul style="list-style-type: none"> - AHS requires all physicians to obtain and maintain CMPA membership. - The CMPA provides services including legal defence, risk management, educational programs and general advice. - Online membership application available 	Canadian Medical Protective Association (CMPA) Ph 1-800-267-6522 Fx 1-877-763-1300 www.cmpa-acpm.ca
<input type="checkbox"/> Application cannot be submitted until receipt of CPSA License #	New Practitioner Registration <ul style="list-style-type: none"> - All practicing physicians require a Practitioner Identification Number (PraID#) through Alberta Health for claim payment or patient referral purposes - Each physician's office is required to have a facility number. - Organization Information - An organization is established when payment is to be made to someone other than the practitioner. 	Alberta Health Ph toll free in Alberta via 310-0000-780-422-1522 Fx 780-422-3552 www.health.alberta.ca
<input type="checkbox"/> Application cannot be submitted until receipt of CPSA License #	Triplicate Prescription Program <ul style="list-style-type: none"> - In partnership with pharmacists and dentists, the Council of the CPSA established the Triplicate Prescription Program (TPP) to monitor the use of certain drugs prone to misuse and abuse for non-medical purposes. 	Alberta Triplicate Prescription Program CPSA Ph 780-423-4764 or 1-800-561-3899 ext. 4764 (in Alberta) sulan@cpsa.ca www.cpsa.ca
<input type="checkbox"/> Application cannot be submitted until receipt of CPSA License # and PraID	Workers' Compensation Board Billing Number <ul style="list-style-type: none"> - Go to: www.wcb.ab.ca - Select: WCB for Health Care Workers, Resources, Forms & Guides, Physician, WCB Billing #C724 – Print Form - Complete and fax to number on form 	WCB Medical Aid Department Ph 1-866-922-9221 www.wcb.ab.ca
<input type="checkbox"/> Take advantage of First-Year-In Practice Special Membership Rates	Alberta Medical Association <ul style="list-style-type: none"> - Medical Liability Reimbursement – reimbursement for eligible physicians for a portion of their CMPA dues. - Continuing Medical Education – reimbursement for eligible expenses incurred when attending education sessions - Other member benefits 	Alberta Medical Association South Office amamail@albertadoctors.org www.albertadoctors.org