

## 5. PHYSICIAN REGISTRATION

### 5.1 OVERVIEW

In order to submit claims for services insured under the *Newfoundland Medical Care Insurance Act*, physicians must be registered with MCP. Upon registration, a physician is assigned a six-digit provider number for billing purposes. This number will be your unique identifier and must be quoted on all claims and correspondence sent to MCP.

A Provider Registration Form is used to obtain the necessary information to register a physician. This form can be used for initial registration, re-activation of a previous registration, or for changes to information previously given to MCP. The registration form, along with completion instructions, can be found in Appendix 1—Forms of this manual.

### 5.2 COLLEGE OF PHYSICIANS AND SURGEONS OF NEWFOUNDLAND AND LABRADOR LICENSING

In order to be registered by MCP, a physician must be registered with the College of Physicians and Surgeons of Newfoundland and Labrador and assigned a licensing board number. This number should be entered on the registration form or arrangements made with the licensing board to have the number and other licensing information sent in writing to MCP.

### 5.3 REGISTRATION CHANGES

It is extremely important that registration information on file with MCP be kept current. MCP provider registration should be notified of any changes in registration information. This is done by submitting an updated Provider Registration form. Failure to do this could result in a number of problems such as:

- claim payment delayed
- payments deposited to an incorrect bank account
- unnecessary queries on claims submitted
- correspondence sent to an outdated address

## **5.4 LOCUMS**

MCP provider registration must be notified of locum services in a timely manner. The application information must be entered on the MCP Provider Registration form and the MCP Locum Documentation/Declaration form. These forms can be found in Appendix 1—Forms of this manual.

## **5.5 TUTORIALS**

Training is available to physicians and their staff for instruction and education on MCP billing, the Payment Schedule and other tools necessary to submit claims to MCP. For information about this service, please contact our Claims Assessing Division at 1-800-563-2163.