COLLEGE OF PHYSICIANS AND SURGEONS OF BRITISH COLUMBIA

T 604-733-7758
TF 1-800-461-3008
F 604-733-3503

300–669 Howe Street
Vancouver BC V6C 0B4
Canada

cpsbc.ca

Temporarily Inactive

HEALTH LEAVE

CONDITIONS OF TEMPORARILY INACTIVE – HEALTH

I authorize the College of Physicians and Surgeons of British Columbia (CPSBC) to change my licensure status to *temporarily inactive* for health reasons.

I understand that by going temporarily inactive I authorize CPSBC to notify any health authority and/or non-hospital facility where I have medical staff privileges, the Provider Service Registry (MSP and PharmaNet) and any jurisdiction where I hold a medical licence.

Licensee full name: _____ CPSID: _____

Signature _____ Date: _____

My status change to temporarily inactive is effective as of (YYYY-MM-DD): _____

LOCATION OF MEDICAL RECORDS

All licensees who cease to practise are required to inform CPSBC of the location of their medical records. The location of your medical records will be made available to the public upon request. Should the location of the medical records change, CPSBC must be informed via mail or email.

My patient records have been transferred to:

◯ another physician – please enter the name and address of the physician(s) below

◯ a secure file storage facility – please enter the name and address of the storage facility below

◯ other, please specify: _____

Please provide full address of location of patient records.

Attention (e.g. name, estate, or facility): _____

Address: _____

City: _____ Province: _____ Postal code: _____

Phone: _____ Fax: _____

Email: _____

Please return this form by:

Mail **ATTN: Health Monitoring Program**
College of Physicians and Surgeons of BC
300–669 Howe Street
Vancouver BC V6C 0B4

Fax 604-646-9110

Email monitoring@cpsbc.ca

Inquiries 604-733-7758 ext. 2630

The College of Physicians and Surgeons of BC (CPSBC) collects, uses, discloses, stores, and retains personal information under the legal authority of the *Freedom of Information and Protection of Privacy Act* (*FIPPA*), RSBC 1996, c.165 and the CPSBC Bylaws made under the *Health Professions and Occupations Act* (*HPOA*), SBC 2022, c.43.

The personal information collected on this form is permitted under sections 26(c) and (e) of *FIPPA* for the purpose of managing your licensure.

If you have any questions or concerns about CPSBC privacy practices, please email privacy@cpsbc.ca.

NEXT STEPS

Once this temporarily inactive form has been processed:

1. CPSBC will update its public website.
2. Your licensure status will be changed to temporarily inactive and
    a. you will no longer be licensed to practise medicine in British Columbia,
    b. you will no longer have prescribing authority. **Note:** This includes refills for prescriptions written while still active (including OAT prescriptions that require daily witnessing). You will need to make appropriate arrangements for patients who require medication refills in your absence,
    c. you will not be able to bill MSP, and
    d. if you plan to employ a locum tenens to cover your practice during your health leave, you must contact Practitioner Account Services at MSP (1-866-456-6950) to make appropriate arrangements.
3. You will receive a fee refund, if applicable, and a confirmation letter from the Health Monitoring Program at CPSBC.

RETURNING TO PRACTICE

When you wish to return to practice, please see your treating physician and have letters confirming your fitness to practise sent to the Health Monitoring Program at CPSBC. You should then contact CPSBC by sending a written request to the Health Monitoring Program.

FURTHER INFORMATION

For further information, please contact the Health Monitoring Program at 604-733-7758 extension 2630.