COLLEGE OF PHYSICIANS AND SURGEONS OF BRITISH COLUMBIA

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300–669 Howe Street
Vancouver BC V6C 0B4
Canada

cpsbc.ca

Temporarily Inactive

PARENTAL LEAVE

LICENSURE STATUS CHANGES TO TEMPORARILY INACTIVE – PARENTAL LEAVE

I hereby give notice that I will be taking parental leave as follows:

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

Note: Changes of status cannot be backdated and there are no retroactive refunds.

Licensee full name: _____ CPSID: _____

Signature: _____ Date: _____

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: Licensing Department**
College of Physicians and Surgeons of BC
300–669 Howe Street
Vancouver BC V6C 0B4

Fax 604-733-3503

Email licensing@cpsbc.ca

Inquiries 604-733-7758 ext. 2626

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 indicates refills beyond what is indicated in the original prescription 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. **Note:** locum tenens refers to a physician who acts as a direct substitute for a physician on leave. All patients and follow-ups would fall under the care of the locum physician ensuring continuity of care. This differs from a temporary hire, who may be a temporary addition to a practice location, but might not be assuming the full role, responsibilities, and patients of the physician on leave.
3. You will receive a fee refund (minus a three-month non-refundable processing fee), if applicable, and a confirmation email from the licensing department at CPSBC.

RETURNING TO PRACTICE

When you wish to return to practice, contact CPSBC by sending a written request to the licensing department by email to licensing@cpsbc.ca at least two weeks before your intended return date.

FURTHER INFORMATION

For further information, please contact the licensing department at 604-733-7758 extension 2626.

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 purposes of processing your application and managing your licensure.

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