

# Guidelines for Completion of MCP Provider Registration Form

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|-----------------------------|---|
| <b>All Providers</b>        | New providers and those registered previously, and subsequently terminated, must complete all areas of the form.  |
| <b>Registration Changes</b> | When submitting updated information, enter your provider number at the top of the form, your surname and given name, and complete only the areas where the information requires updating. |

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## **Personal Information**

|                                 |   |
|---------------------------------|---|
| <b>Surname</b>                  | Enter the registrant's full surname containing each letter to block markings.                 |
| <b>Given Name &amp; Initial</b> | Enter the registrant's first name and initial.  |
| <b>Male/Female</b>              | Check appropriate block to record registrant's gender.  |
| <b>Date of Birth</b>            | Enter the registrant's date of birth, in the order of year/month/day.                         |
| <b>MINC Number</b>              | Enter the Medical Identification Number for Canada if issued by the Medical Council of Canada |
| <b>S.I.N.</b>                   | Enter the registrant's Social Insurance Number.   |

## **Professional Information**

|   |  |
|---|--|
| <b>Grad Code</b>                          | Enter the appropriate two digit code which can be obtained from Table 1 on page 3. This code is used to record the place of graduation that relates to the registrant's University of graduation. This refers to the basic Professional Degree and is not intended to include post graduate training resulting in specialty certification. |
| <b>Grad Date</b>                          | Enter the date of graduation from the University granting the basic Professional Degree. Enter the appropriate date in the order of year/month/day.  |
| <b>Professional Category</b>              | Enter the appropriate code which can be obtained from Table 2 on page 3. This code is used to designate the professional discipline of the registrant.   |
| <b>College of Physicians and Surgeons</b> | Enter the licence number which was designated for the registrant by the Professional Board responsible.  |
| <b>Date of Registration with College</b>  | This is the date that the registrant achieved registration with the appropriate Professional Board. Enter the appropriate date in the order of year/month/day.   |
| <b>Practice Start Date</b>                | This is the date that the registrant anticipates that the actual practice of the Profession will begin and MCP claims will begin to be generated. Enter the appropriate date in the order of year/month/day.   |
| <b>Specialty Code</b>                     | A specialty comprises an area of knowledge in addition to that for which the provider is certified by the College of Physician and Surgeons. If applicable, enter the appropriate code from Table 5 on page 4.   |

## **Practice Information**

|                      |   |
|----------------------|---|
| <b>Practice Type</b> | This indicates whether the registrant is to practice with a group or as a solo practitioner. Check appropriate block to record the practice type.   |
| <b>Activity Code</b> | Enter the appropriate three digit code which can be obtained from Table 4 on page 3. This code is used to advise MCP of the nature of the practice in which the registrant will be engaging. If doing a locum tenens the attached "MCP Locum Documentation/Declaration" form must be completed. |

|                             |   |
|-----------------------------|---|
| <b>Activity Start Date</b>  | This is used to advise MCP of the date at which the designated activity is deemed to be effective. Enter the appropriate date in the order of year/month/day.               |
| <b>Activity Stop Date</b>   | This is the date that will mark the end of the designated activity. If known, enter the appropriate date in the order of year/month/day.                                    |
| <b>Specialty Start Date</b> | This is the date that the specialty became effective. Enter the appropriate date in the order of year/month/day.  |
| <b>Specialty Stop Date</b>  | This is the date the registrant wishes recognition of the specialty to cease. Enter the appropriate date in the order of year/month/day.                                    |
| <b>Sub-Specialty Code</b>   | Enter the specialty for which certification has been granted. Code can be obtained from Table 3 on page 3.  |
| <b>Practice Address</b>     | This designates the address at which the registrant will normally and usually practise. Enter the address, including postal code, containing each letter to block markings. |
| <b>Telephone</b>            | Enter the telephone number at which the registrant can be contacted.  |

**Correspondence Information**

**Correspondence Address** All correspondence from MCP to the registrant will be sent to the practice address unless indicated otherwise by the entry of information in the "Correspondence Address" block. Correspondence will not be divided between the two addresses, but will be "all inclusive" to one address or the other.

**Payment Information**

|  |                       |  |
|--|-----------------------|--|
| <b>To Whom Do You Assign Your MCP Payments</b> | Self >                | If the registrant is to receive MCP payments for claims generated by the registrant check this block.  |
|  | Other >               | If any provider or institution, other than the registrant, is to receive MCP payments for claims generated by the registrant, enter the name of the provider or institution and complete the "Assignment of Payment Agreement" form on the reverse side of the Provider Registration form. |
|  | Identity # of other > | Enter the Identity Number of the provider or institution, other than the registrant, to whom or to which MCP payments are to be made for claims generated by the registrant. The provider or institution must be registered with MCP to receive assigned payments.                         |

**Electronic Deposit** To facilitate the electronic deposit of funds payable by MCP in response to claims submitted, a copy of a voided cheque or an official statement from the banking institution is required. Professional Medical Corporation accounts will further require that the Canada Revenue Agency Business Number be included with the banking details.

**Declaration** ***This should be dated and signed and the form sent to:***

***Department of Health and Community Services  
 Provider Registration, Physician Services Division  
 P.O. Box 8700  
 St. John's, Newfoundland A1B 4J6***

**MCP Provider Number** When the information submitted has been verified and processed, a six digit provider number will be issued. This number will be inserted on the Provider Registration form and a copy of the form will be returned to the provider

**TABLE 1 - GRADUATION CODES**

|  |  |  |
|--|--|--|
| 01 = Memorial University of Newfoundland     | 29 = Caribbean/Central & South America - other | 59 = Japan   |
| 02 = Dalhousie University                    | 30 = United Kingdom                            | 60 = Iran  |
| 03 = Université Laval                        | 31 = Ireland (Republic)                        | 61 = People's Republic of China  |
| 04 = Université de Sherbrooke                | 32 = Poland                                    | 62 = Kuwait  |
| 05 = Université de Montréal                  | 33 = France                                    | 63 = Sri Lanka   |
| 06 = McGill University                       | 34 = Italy                                     | 64 = Thailand  |
| 07 = University of Ottawa                    | 35 = Romania                                   | 65 = Taiwan  |
| 08 = Queen's University                      | 36 = Czechoslovakia                            | 66 = North Korea   |
| 09 = University of Toronto                   | 37 = Germany                                   | 67 = South Korea   |
| 10 = McMaster University                     | 38 = Russia                                    | 68 = Malaysia  |
| 11 = University of Western Ontario           | 39 = Spain                                     | 69 = Asia - other  |
| 12 = University of Manitoba                  | 40 = Belgium                                   | 70 = Australia   |
| 13 = University of Saskatchewan              | 41 = Hungary                                   | 71 = New Zealand   |
| 14 = University of Alberta                   | 42 = Greece                                    | 72 = Iraq  |
| 15 = University of Calgary                   | 43 = Switzerland                               | 79 = Oceania - other   |
| 16 = University of British Columbia          | 44 = Yugoslavia                                | 80 = Egypt   |
| 17 = Unknown Ontario University              | 45 = Sweden                                    | 81 = South Africa  |
| 18 = Unknown Alberta University              | 46 = Croatia                                   | 82 = Libya   |
| 19 = Unknown Quebec University               | 47 = Norway                                    | 83 = Nigeria   |
| 19 = Unknown University within Canada        | 48 = Bosnia                                    | 84 = Zambia  |
| 20 = U.S.A.                                  | 49 = Europe - other                            | 85 = Zimbabwe  |
| 98 = Unknown country outside Canada & U.S.A. | 50 = India                                     | 86 = Algeria   |
| 21 = Mexico                                  | 51 = Saudi Arabia                              | 87 = Morocco   |
| 22 = Jamaica                                 | 52 = Lebanon                                   | 88 = Zaire   |
| 23 = Venezuela                               | 53 = Philippines                               | 89 = Africa - other  |
| 24 = Argentina                               | 54 = Pakistan/Bangladesh                       | 91 = Ghana   |
| 25 = Brazil                                  | 55 = Syria                                     | 92 = Mali  |
| 26 = Chile                                   | 56 = Israel                                    | 93 = Somalia   |
| 27 = Cuba                                    | 57 = Vietnam                                   | 94 = Kenya   |
| 28 = Haiti                                   | 58 = Hong Kong                                 | 95 = North America - Others<br>Bermuda, Saint Pierre &<br>Miquelon and Greenland |
|  |  | 99 = Unknown   |

**TABLE 2 - PROFESSIONAL CATEGORY**

D = Dental  
M = Medical

**TABLE 4 - ACTIVITY CODES**

001 = Private Practice/FFS  
011 = Private Practice Locum  
021 = FFS Temporary Non-Replacement/Emergency  
100 = Full Time Teaching  
101 = GFT - FFS  
200 = Salaried  
210 = Salaried Locum  
300 = Salaried Resident  
301 = FFS Resident  
500 = Administration  
800 = Alternate Funding (Blocking Funding/APP)  
801 = Alternate Funding w/ special agreement for FFS claims

**TABLE 3 - SUB-SPECIALTY CODES**

|                                       |   |
|---------------------------------------|---|
| 010 = Cardiology                      | 040 = Developmental Pediatrics                              |
| 011 = Clinical Immunology and Allergy | 041 = Pediatric Emergency Med                               |
| 012 = Critical Care Medicine          | 042 = Neonatal-Perinatal Medicine                           |
| 013 = Endocrinologist and Metabolism  | 043 = Pediatric-Hematology/Onc                              |
| 014 = Gastroenterology                | 050 = Neuroradiology  |
| 015 = Geriatric Medicine              | 051 = Pediatric Radiology                                   |
| 016 = Hematology                      | 060 = Forensic Pathology                                    |
| 017 = Infectious Disease              | 061 = Neuropathology  |
| 018 = Medical Oncology                | 070 = Thoracic Surgery                                      |
| 019 = Nephrology                      | 071 = Vascular Surgery                                      |
| 020 = Palliative Medicine             | 072 = Colorectal Surgery                                    |
| 021 = Respiriology                    | 073 = Surgical Oncology                                     |
| 022 = Rheumatology                    | 074 = Pediatric General Surgery                             |
| 023 = Clinical Pharmacology           | 090 = Gynecologic Oncology                                  |
| 024 = Emergency Medicine              | 091 = Gynecologic Reproductive<br>Endocrinology/Infertility |
| 025 = Occupational Medicine           | 092 = Maternal-Fetal Medicine                               |

**TABLE 5 - PROVIDER SPECIALTY CODES**

| <b>Code</b> | <b>Specialty</b>              |          | <b>Code</b> | <b>Specialty</b>              |
|-------------|-------------------------------|----------|-------------|-------------------------------|
| 001         | General Practice              |          | 044         | Paediatric Endocrinologist    |
| 002         | Anaesthetist                  |          | 045         | Paediatric Respiriologist     |
| 004         | Emergency Medicine Specialist |          | 046         | Paediatric Rheumatologist     |
| 006         | Dermatologist                 |          | 047         | Paediatric Gastroenterologist |
| 008         | General Surgeon               |          | 048         | Paediatric Oncologist         |
| 010         | Cardiac Surgeon               |          | 049         | Paediatric Nephrologist       |
| 011         | Vascular Surgeon              |          | 050         | Paediatric Immunologist       |
| 012         | Thoracic Surgeon              |          | 051         | Paediatric Haematologist      |
| 013         | Internist                     |          | 052         | Neonatologist                 |
| 015         | Cardiologist                  |          | 053         | Physical Medicine Specialist  |
| 016         | Endocrinologist               |          | 055         | Plastic Surgeon               |
| 017         | Respirologist                 |          | 057         | Psychiatrist                  |
| 018         | Rheumatologist                |          | 059         | Urologist                     |
| 019         | Gastroenterologist            |          | 061         | General Dentist               |
| 020         | Medical Oncologist            |          | 062         | Oral Surgeon                  |
| 021         | Nephrologist                  |          | 063         | Orthodontist                  |
| 022         | Immunologist                  |          | 064         | Periodontist                  |
| 023         | Haematologist                 |          | 065         | Pedodontist                   |
| 024         | Geriatric Medicine Specialist |          | 066         | Denturist                     |
| 025         | Medical Genetics Specialist   |          | 067         | Pathologist                   |
| 026         | Nuclear Medicine Specialist   |          | 069         | Radiologist                   |
| 027         | Infectious Disease Specialist |          | 071         | Optometrist                   |
| 028         | Neurologist                   |          | 073         | Dental Public Health          |
| 030         | Neurosurgeon                  |          | 074         | Developmental Neurology       |
| 032         | Gynaecologist                 |          | 075         | Developmental Paediatrician   |
| 034         | Gynaecology Oncologist        |          | 076         | Endodontist                   |
| 035         | Ophthalmologist               |          | 077         | Radiation Oncologist          |
| 037         | Orthopaedic Surgeon           |          | 080         | Paediatric Surgeon            |
| 039         | Otolaryngologist              |          | 081         | Paediatric Internist          |
| 041         | Paediatrician                 |          | 082         | Medical Officers of Health    |
| 043         | Paediatric Cardiologist       | <b>4</b> | 089         | Palliative Care               |