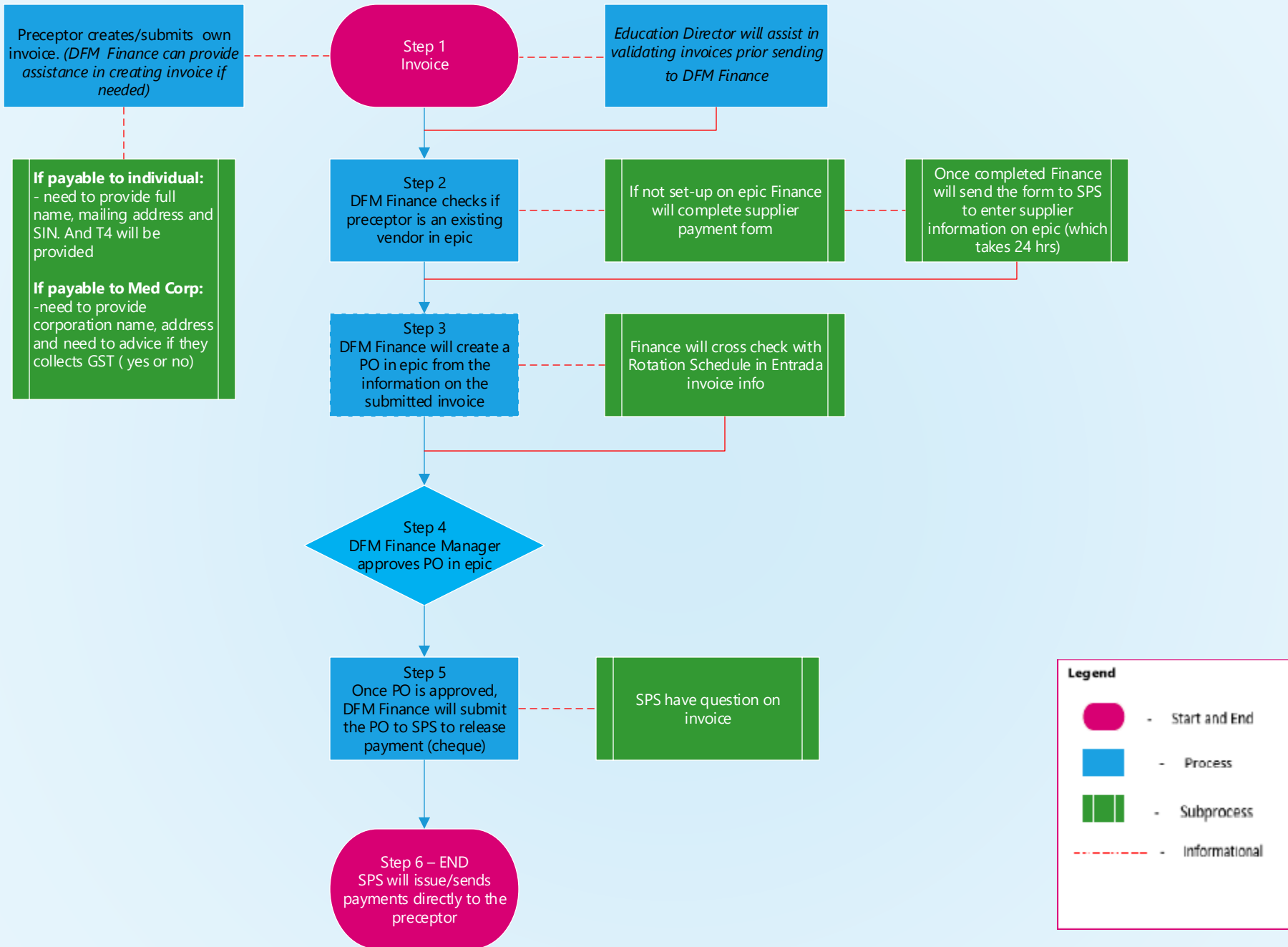


# DFM Urban Process Payment



### DFM Urban Preceptor Payment Qualification

The Department of Family Medicine has agreed to provide funding to urban sites to compensate preceptors identified as independent contractors (non-GFT) who are engaged in teaching activities with learners (residents) in community based sites and clinics. **Teaching activities** can include clinical rotation – based supervision, and/or academic teaching (academic half days lectures, procedural skills sessions, tutorials, case discussions, clinical guidelines review, journal club, PEARLS supervision and SOO and OSCE).

### Types of Payment

**Corporate** – If you would like to use Medical Professional Corp, payments directed to this profile will be paid to the corporation. You will have to provide information of your med Corp such as, Business registration number and address. This income is GST inclusive, and no T4 will be provided.

**Individual Payment** – This payment will require you to provide a SIN number and all payments made through this profile are considered personal taxable income. As a result, you will receive a T4 from UofM accounts payable.

### DFM Urban Preceptor Payment Process

Payment will be based on the Department of Family Medicine rotational data of urban sites (AWW, ARE, AFG and KMC). DFM Finance will be given access to Entrada to check rotation schedules, which serve as reference on teaching activity for each site and block/period. Invoices will be validated against the scheduled activities.

**Education Directors (Team Lead)** of the teaching/clinic site will work closely with the preceptors to ensure the necessary information such as teaching activities on each block is accurately reflected on the invoice.

After the information on the invoice is validated, invoice can be sent to DFM Finance and follows the procedure below:

### Submitting Invoice to Request Payment

**Step 1.** Preceptor will send invoice to DFM Finance ([dfmfinance@umanitoba.ca](mailto:dfmfinance@umanitoba.ca)) quarterly. It is incumbent that preceptors submit their invoices **3 weeks** after end of block **3, 6, 9** and **13<sup>th</sup>**. Failure to submit invoice on timely manner will result in payment delay.

Sample invoice template can be found at this link: (*Entrada Community*)

For first time request, preceptor needs to complete a Supplier Payment Form, DFM Finance can provide assistance in completing the form that needs to be submitted to Supplier Payment Services Office. Copy of Supplier Payment Form can be found at this link: (*Entrada Community*).

- a. If opted to use a med corporation account – make sure to provide the following info:
  - Full name and address of the entity
  - Business registration number
  
- b. If opted to be paid to an individual account – make sure to provide the following info:
  - Full name and address
  - Sin #

**Step 2.** Once DFM Finance completes internal process, e.g. such as supplier information entered in UofM system (if needed), verifying information on the invoice and obtaining necessary approval, a cheque will be issued to the type of payment chosen by the preceptor. The expected process payment cycle time is 1 to 2 weeks.