

Full Time Equivalent Payment Reconciliation of Annualized Clinical ARPs

POLICY:

Alberta Health must reconcile payments made to Annualized Clinical Alternative Relationship Plans (ARPs) by comparing the terms of each Annualized Clinical ARP's Conditions of Payment with the actual FTEs reported by each Clinical ARP. Payment adjustments for any over-or under-payments may be made once per fiscal year.

SCOPE:

This policy applies to all implemented Annualized Clinical ARPs.

PROCEDURES:

1. During the fiscal year, if a Clinical ARP has a new Ministerial Order (MO) due to any MO term changes, for example, a full time equivalent (FTE) expansion, the reconciliation calculation will be performed in two parts: from April 1 until the day prior to the effective date of the new MO, and from the effective date of the new MO until March 31.
2. If there is zero reconciliation, the Policy Analyst informs the payee (e.g., Alberta Health Services, Authorized Representative) copying the relevant stakeholders.
3. If there is an under- or over-payment, the Policy Analyst will work with the payee of the Program and the relevant stakeholders to address the issues.
4. The Policy Analyst drafts a formal letter outlining the reconciliation details. Letter is then mailed to the Authorized Representative, copying the relevant stakeholders.