

# SASKATCHEWAN MEDICAL ASSOCIATION

# UNINSURED SERVICES COMMITTEE

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## Terms of Reference

### 1.0 Role

To provide oversight and make recommendations on the SMA Fee Guide for Uninsured Services.

### 2.0 Responsibilities

The Uninsured Services Committee shall:

- Keep under review the types of request that physicians receive from third parties.
- Develop achievable policies on how to respond to requests from third parties.
- Develop strategies on how to assist physicians to implement those policies.
- Keep under review the types of other uninsured services.
- Suggest fees for all uninsured services and keep current the fees for uninsured services listed in Section A of the SMA Fee Guide for Uninsured Services.
- Foster liaison with representatives of third party agencies.
- Participate in negotiations with third party agencies.
- Attempt to develop and implement common forms for the transmission of medical information to third parties.
- Consider such other matters as may be referred to it by the SMA Board of Directors or by the Representative Assembly.

### 3.0 Membership, Attendance & Term

The Uninsured Services Committee is appointed by the SMA Board on the nomination of the Economics Committee and will consist of:

- the chairperson; and
- up to four other members

The Committee may invite for liaison purposes:

- section representatives and/or individual physicians,
- third party representatives (e.g. WCB, SGI, Saskatchewan Justice etc.), and
- members of the Payment Schedule Review Committee and the Economics Committee

A committee member who does not uphold their responsibilities or misses two consecutive meetings without a reasonable explanation will be asked by the Chair to resign from the committee. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

The term of a committee member is two consecutive, three year terms unless otherwise approved by the SMA Board of Directors.

In addition to the term of a committee member, the term of the chair is two consecutive, three year terms unless otherwise approved by the SMA Board of Directors.

In the event the committee does not meet within a calendar year, that year does not count towards the term of membership.

#### **4.0 Meetings**

The Uninsured Services Committee will generally meet twice a year, or as required. The meetings may be in-person, by teleconference or videoconference (e.g., Skype, WebEx etc.).

If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions required for a meeting that are made after that meeting will not be considered for decision making.

#### **5.0 Chair**

The Chair shall:

- Call meetings of the committee
- Chair meetings of the committee
- Designate another committee member to chair the committee in the Chair's absence
- Prepare a report to the SMA Board on the work of the committee
- Meet with the SMA Board upon the invitation of the Board

#### **6.0 Quorum**

Quorum shall be simple majority (50%+1) of the voting committee members. Voting cannot take place without having quorum.

#### **7.0 Decision Making**

The committee will make decisions by consensus. If consensus cannot be achieved, a vote will be taken with the decision being a majority (50%+1) vote of quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

#### **8.0 Duration of Committee**

The committee will remain in place until such time as the SMA Board of Directors authorizes an alternative governance structure.

## **9.0 Minutes**

SMA staff supporting the committee shall take minutes at the committee meetings, distribute them electronically to members within three weeks of the meeting. The minutes shall be approved by the Chair of the committee and formally adopted at the subsequent meetings.

The minutes of the Committee's meetings shall be distributed to members of

- a) Economics Committee
- b) Intersectional Council
- c) Tariff Committee
- d) Medical Compensation Review Committee
- e) SMA Board of Directors

## **10.0 SMA Support Resources**

The Uninsured Services Committee is supported by:

Management: Economics Director  
Administrative: Senior Compensation Analyst

## **11.0 Accountability**

The Uninsured Services Committee reports to the Economics Committee and, with the approval of the Economics Committee, brings its recommendations to the SMA Board of Directors.

## **12.0 Amending the Terms of Reference**

The Terms of Reference will be approved by the SMA Board of Directors, and reviewed every three years.

**Date of Last Review:** July 2016