

Payment Schedule Review Committee

Terms of Reference

1.0 Statutory context

The Payment Schedule Review Committee is effectively a joint committee with the Medical Services Branch established by regulations under The Medical Care Insurance Act. The provisions below apply to the SMA appointees to the Committee.

2.0 Composition

The regulations provide that the Board of Directors may name up to five members to the Committee, one of whom is to be named by the Board as chairman of the SMA nominees. A chairman who does not uphold their responsibilities or misses two consecutive meetings without a reasonable explanation may be asked by the Board to resign from the committee. The SMA nominees shall include:

- The Chair of the Tariff Committee,
- The Chair of the Economics Committee,
- The SMA Vice President,
- Member(s) of the secretariat, and
- Such others as the Board may determine.

3.0 Functions

The SMA nominees shall consult from time to time with the appointees of the Minister of Health with respect to additions, deletions, or amendments to items in the Payment Schedule as recommended by the Tariff and Economics Committees.

The Committee may consult on matters respecting the form of accounts to be submitted to the Medical Services Branch and the form in which the Branch will make payments to physicians.

4.0 Confidentiality

Committee members may possess documentation or information of a confidential nature. Such information will not be disclosed to any person(s) other than the members of the Committee without expressed, written consent of the owner of the personal information.

It is understood that if information collected is to be shared, it will only be done in a non-nominal, non-identifiable fashion.

5.0 Conflict of interest

Committee members shall disclose any matters which may constitute a direct or indirect conflict of interest between personal or professional activities, and responsibility as a Committee member. Committee members must act in a manner that will prevent conflicts of interest from arising.

6.0 Minutes

Minutes of the meetings of the Committee shall be distributed to members of the:

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

The Committee shall receive the minutes of the meetings of the Committees listed in 1(a) to 1(d) as well as the information letters sent to those Committees.

7.0 SMA support resources

The Payment Schedule Review Committee is supported by:

- Director, Economics
- Chief Executive Officer;
- Team Lead, Economics;
- Manager, Economics & Research; and
- Administrative Coordinator, Economics

8.0 Amending the Terms of Reference

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

Date of Last Review: June 9, 2026