

Uninsured Services Committee

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 requests 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 the Committee 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.

A committee member is expected to comply with the Saskatchewan Medical Association Code of Conduct.

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

A chairperson 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.

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., MS Teams, WebEx, etc.).

If a member cannot 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 will be appointed by the SMA Board of Directors and 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 for the SMA Board on the work of the committee; and
- meet with the SMA Board upon the invitation of the Board.

6.0 Quorum

Quorum shall be simple majority (more than 50%) of the voting committee members present at a meeting. Voting cannot take place without having quorum.

7.0 Decision making

The committee will strive for consensus (i.e., "you can live with the decision/idea") when making decisions. If consensus cannot be achieved, committee members must agree on

how to deal with the outstanding issue (i.e. vote, continue discussion, table the issue to another meeting or take the issue to the appropriate group, e.g., Board).

When voting, majority (more than 50%) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

8.0 Confidentiality

All Committee materials, documentation, and information shall be considered confidential, and shall not be disclosed to any person (s) other than the members of the Committee without the knowledge and agreement of the Committee.

9.0 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.

10.0 Duration of committee

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

11.0 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 reviewed 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

12.0 SMA support services

The Uninsured Services Committee is supported by:

- Director, Economics, Clinical Informatics & Research;
- Team Lead, Economics;
- Senior Analyst, Economics;
- Administrative Director;
- Executive Director, Strategic & Corporate Services
- Manager, Economics & Research; and
- Administrative Coordinator, Economics

13.0 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.

14.0 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 12, 2026