

## **ON-CALL CLAIM**

Forms are available upon request by e-mailing [pgmepay@uottawa.ca](mailto:pgmepay@uottawa.ca)

You can claim in-person (3021 RGN), by e-mail at [pgmepay@uottawa.ca](mailto:pgmepay@uottawa.ca),  
through your program (if applicable)

**SUBMITTING FOR BLOCK(S):**

NAME: (please print)

Service:

Resident Sponsored by a  
Canadian Organization (MOH) or other): \_\_\_\_\_

Resident Sponsored by a  
Foreign Organization : \_\_\_\_\_

<b>Date:</b> Please list by each day and in chronological order MMM/DD/YYYY	<b>IN- HOSPITAL/ IN-HOUSE CALL</b>	<b>CONVERTED HOME/ OUT OF HOSPITAL CALL</b>	<b>HOME/ OUT OF HOSPITAL CALL</b>	<b>QUALIFYING SHIFT</b>	<b>ROUNDING</b>

**SIGNATURE OF CLAIMANT:**

**APPROVED BY (CHIEF RESIDENT):**

## **Attention: All University of Ottawa Medical Residents**

This note is intended to explain the on-call system. The system is designed to reimburse residents performing eligible calls. All claims must be in accordance with the PARO-CAHO collective agreement. The collective agreement can be found on [www.myparo.ca](http://www.myparo.ca).

- 1) **In-Hospital/In-House Call:** -You may claim an in-hospital/in-house call if you were scheduled for and worked in the hospital on-call.
  
- 2) **Converted Home/Out of Hospital Call:** - You may claim a converted home/out of hospital call if you were scheduled for a home/out of hospital call but worked more than four (4) hours in the hospital **AND** at least one (1) of the four (4) hours were after midnight (12 a.m.) and before 6 a.m.
  
- 3) **Home/Out of Hospital Call:** - You may claim a home/out of hospital call if you were scheduled for and did perform a home/out of hospital call.
  
- 4) **Qualifying Shift:** - You may claim a qualifying shift if you were scheduled for and worked a shift within the hospital where at least one (1) full hour of the shift occurred between midnight (12 a.m.) and 6 a.m.  
  
**NOTE: You may not claim a qualifying shift for the days that you are claiming either a home/out of hospital call or an in-hospital/in-house call.**
  
- 5) **Rounding:** -You may claim rounding if you were not scheduled for a call and were required to round on a weekend day and actually attended in-hospital for such rounding.

**You may not claim more than one type of call per date.**