



# ADMINISTRATIVE DETAILS FOR THE PRACTICE BASED INDIVIDUAL PROGRAM

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## LOG SHEETS

These are part of the reflective process and they are also used to help evaluate and improve the program. Please fill in one log sheet per module and return it to The Foundation office either by fax to 905-540-4988 or by mail in the envelope provided.

## MODULES

**All new modules will be distributed to all current paid members of Option A.** The Foundation for Medical Practice Education publishes 14 educational modules per year for its members, and has a library of over 70 current topics that are available in both English and French. Option B or C members will choose the appropriate number from the previous year's list of available topics. These modules are printed packages which include family practice cases, an evidence-based summary of key information, and relevant patient information sheets (handouts) or chart aids which physicians will find useful in practice. The modules are developed by practising family physicians and reviewed by specialists in the field.

## TAX RECEIPTS AND STUDY CREDIT LETTERS

Each member will be provided with a duplicate form of a copy of his/her receipt for membership payment and study credit letter. Any requests for replacement copies of membership payment receipts and/or study credit letters will be subject to a \$10.00 administrative fee per request. Members of the Practice Based Individual Learning Program will receive their study credit certificate on an annual basis within three months of their starting month, (ex: if you started in January your credit letter will be issued by April of the following year). Each completed module log sheet is eligible for 2 MAINPRO-C credits. Only one log sheet may be submitted per topic.

## REFUND POLICY

For new and renewing members who withdraw within the first two months of payment, there will be a full reimbursement less 25% administration fee. There will be no refund after the first sixty days of membership or renewal.

## QUESTIONS?

If you have any questions, concerns or comments regarding the program, please call 1-800-661-3249 or locally at 905-525-9140 extension 22219.