

# uOttawa Faculty of Medicine

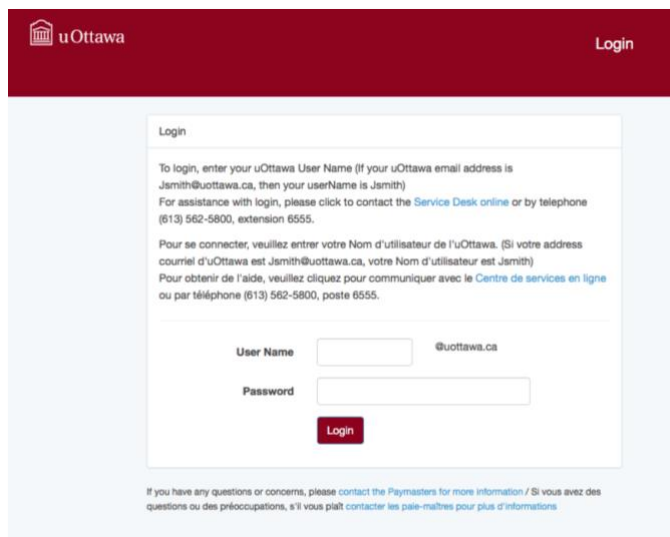
## Resident On-Call Stipend Claim System

The On-Call Stipend Claim System permits University of Ottawa Faculty of Medicine residents to electronically submit on-call claims for Paymaster approval and payment.



Use this link to log-in:

[oncallstipends.med.uottawa.ca](https://oncallstipends.med.uottawa.ca)



The screenshot shows the login page for the uOttawa system. It includes a header with the uOttawa logo and a 'Login' button. The main content area has a 'Login' heading and instructions in both English and French. Below the instructions are input fields for 'User Name' (with a placeholder '@uottawa.ca') and 'Password', followed by a red 'Login' button. At the bottom, there is a small note about contacting Paymasters for more information.

### How do I log-in?

To log-in, use the URL above and enter **your uOttawa user name**. You must use your uOttawa account to log-in to this system.

If your uOttawa email address is [jsmith@uottawa.ca](mailto:jsmith@uottawa.ca), then your user name is [jsmith](mailto:jsmith@uottawa.ca).

For assistance with login, please contact Medtech using the [Get Help Form](#) or call (613) 562-5648.

### Do I need senior resident approval for my claim?

No, your claims are immediately submitted to the Faculty of Medicine Paymaster. However, submission of your claim does not guarantee payment. All claims will be review by the Paymaster to ensure accordance with PARO/CHAO contract agreement.

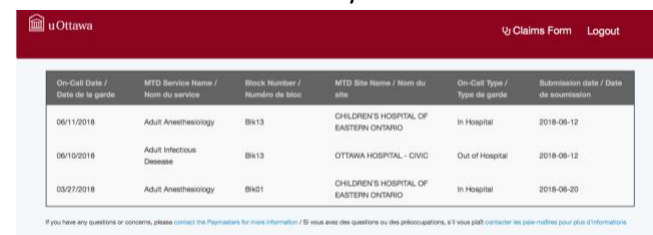
### Who can I speak to if I have a claim question?

Please direct your questions regarding claims to your Program Administrator or the Paymaster (phone: 613-562-5800 x1656, email: [pgmepay@uottawa.ca](mailto:pgmepay@uottawa.ca)). Additional information about on-call stipend claims can be found here:

<https://med.uottawa.ca/postgraduate/tools-and-resources/call-stipend>

### Can I review previous claims I have submitted through the On-Call Stipend Claims System?

Yes, refer to the **LIST OF CLAIMS ALREADY SUBMITTED** button on the system.



The screenshot shows the 'Claims Form' page with a table of submitted claims. The table has columns for On-Call Date / Date de la garde, MTD Service Name / Nom du service, Block Number / Numéro de bloc, MTD Site Name / Nom du site, On-Call Type / Type de garde, and Submission date / Date de soumission. There are three rows of data.

On-Call Date / Date de la garde	MTD Service Name / Nom du service	Block Number / Numéro de bloc	MTD Site Name / Nom du site	On-Call Type / Type de garde	Submission date / Date de soumission
06/11/2018	Adult Anesthesiology	B013	CHILDREN'S HOSPITAL OF EASTERN ONTARIO	In Hospital	2018-06-12
06/10/2018	Adult Infectious Disease	B013	OTTAWA HOSPITAL - CIVIC	Out of Hospital	2018-06-12
03/27/2018	Adult Anesthesiology	BND1	CHILDREN'S HOSPITAL OF EASTERN ONTARIO	In Hospital	2018-06-20

### Can I use the system on my iPad?

Yes, you can use the system on most Apple OSX and Microsoft Windows computer browsers as well as IOS and Window mobile devices. Note, the system will not work properly on cell phone browsers.

### When do I submit my claim using the system?

Claims must be submitted within the timeframe as noted on the call stipend payment schedule located on our website:

<https://med.uottawa.ca/postgraduate/tools-and-resources/call-stipend>

## How do I use the System?

- Log-in ([oncallstipends.med.uottawa.ca](http://oncallstipends.med.uottawa.ca)) using your uOttawa name and password,
- Go to **Resident On Call Stipend Claims Form** to open a new claim form
- Select **ON-CALL DATE** (use the pop-up calendar).
- The **BLOCK NUMBER** (BLK01, BLK02, etc) is automatically determined by the **ON-CALL DATE**.
- Select **MTD SERVICE NAME** (example: Adolescent Medicine, Adult Anesthesiology, etc.).
- Select **MTD SITE NAME** (example: Children's Hospital of Eastern Ontario, Ottawa Hospital - Civic, etc).
- Select **ON-CALL TYPE** (example: In Hospital, Out of Hospital, etc.).

You must fully complete the online form before it can be submitted for payment. YOU DO NOT NEED TO SUBMIT PAPER CLAIMS WHEN USING THIS SYSTEM.

### How do I know if I've submitted a duplicate claim?

The system will also inform you if you attempt to submit a claim already submitted. You can review previous submitted claims by clicking on **Claims List** at the top of the screen.

### Will claims submitted be reviewed by the Paymaster?

Yes, submission of your claim does not guarantee payment. All claims will be review by the Paymaster to ensure accordance with PARO/CAHO contract agreement.

The screenshot shows a web form for submitting a claim. It includes the following fields and callouts:

- Submission Date / Date de soumission:** 01/07/2019. Callout: "The submission date will automatically appear here. You cannot change this date."
- First Name / Prénom du résident:** Chantal. Callout: "Your name will automatically appear here. You cannot change your name."
- Last Name / Nom du résident:** Michaud. Callout: "Your name will automatically appear here. You cannot change your name."
- On-Call Date / Date de la garde:** Choose a date. Callout: "This is the date you provided the on-call service."
- Block Number / Numéro de bloc:** (Empty). Callout: "The block number will automatically appear here."
- MTD Service Name / Nom du service:** Choose an option. Callout: "This is the medical trainee doctor (MTD) service you provided."
- MTD Site Name / Nom du site:** Choose an option. Callout: "This is the location site where you provided the MTD service."
- On-Call Type / Type de garde:** Choose an option. Callout: "This is the on-call type you provided."
- Submit:** A red button. Callout: "You must fully complete the online form and click-on the submit button."

Submission of your claim does not guarantee payment. All claims will be reviewed by Paymaster to ensure accordance with PARO/CAHO contract agreement.

La soumission de votre réclamation ne garantit pas le paiement. Toutes les réclamations seront examinées par les paie-maîtres afin d'assurer la conformité avec le contrat de PARO/CAHO.

If you have any questions or concerns, please [contact the Paymasters for more information](#) / Si vous avez des questions ou des préoccupations, s'il vous plaît [contacter les paie-maîtres pour plus d'informations](#)