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Introduction: Introduction to PCI and PCNs

This section provides some background information about the Primary Care Initiative and Primary Care Networks and an overview of the PCN development process:

- Introduction to the *Guide & Reference Manual for Primary Care Networks*
- Overview of Primary Care Network Development (March 13/08)
- Overview of PCN Development Diagram (March 13/08)

Letter of Intent: Preparing a Letter of Intent

This section provides information and guidance to physicians and Regional Health Authorities who are thinking about developing a Primary Care Network, and instructions for writing and submitting a Letter of Intent:

- Guidelines for Preparing a Letter of Intent (July 17/08)
- Letter of Intent Template (March 13/08)
(note: to use template, download most current version from www.primarycareinitiative.ab.ca)

Project Plan: Preparing and Submitting the PCN's Project Plan

This section provides instructions for developing and submitting the Primary Care Network's Project Plan:

- Guidelines for Planning PCN Development (March 13/08)
- Project Plan Template (version 1.0, March 13/08)
(note: to use template, download most current version from www.primarycareinitiative.ab.ca)

Service Plan: Developing the PCN's Service Plan

This section provides instructions for developing and submitting the Primary Care Network's Service Plan (the core of the business plan that outlines proposed programming and required resources):

- Guidelines for Preparing a Service Plan (March 13/08)
- AH2201 Physician Consent (April 2006)

Budgeting: Estimating the PCN's Three-Year Budget

This section provides instructions for creating the budget model to be submitted with the Service Plan and Business Plan:

- Guidelines for Budgeting (March 13/08)
- Budget Model Instructions (March 13/08)
- PCN Budget Model Template (March 13/08)
(note: to use template, download most current version from www.primarycareinitiative.ab.ca)

Business Plan: Writing the PCN's Three-Year Business Plan

This section provides instructions for developing and writing a Business Plan:

- Guidelines for Preparing a Business Plan (March 13/08)
- Business Plan Template (version 10.2, March 13/08)
(note: to use template, download most current version from www.primarycareinitiative.ab.ca)

PIA: Privacy Impact Assessments

Under development

Registration: Submitting and Maintaining Registration

Under development

Start-up: Initiating the PCN

Under development:

Reporting: Operational Reporting Requirements

The section outlines the ongoing reporting requirements for operating Primary Care Networks:

- Guidelines for Using Reporting Templates (March 13/08)
- Reporting Schedule by Initiation Date (March 13/08)
- Annual Report Template (version 4.2, March 13/08)
- Mid-Year Report Notice
- Annual Budget Template (version 1.0, March 13/08)
(note: to use templates, download most current version from www.albertapci.ca)

Evaluation: Evaluation, Research, and Quality Improvement

This section provides some reference material about evaluation:

- Evaluation (introduction) (March 13/08)
- Program Evaluation Framework (March 13/08)

Amendments: Business Plan Amendments

Under Development

Best Practices: Supporting Best Practices Across PCNs

Under Development

Contacts: Contacts of Interest to PCNs

This section provides an initial list of contacts that Primary Care Networks may find useful.

FAQs: Frequently Asked Questions

This section provides answers to basic questions about Primary Care Networks and will be supplemented by additional material as it is developed.

- Frequently Asked Questions: Introduction to Primary Care Initiative and Primary Care Networks (March 13/08)

Glossary

This section provides definitions for terms used throughout the *Guide & Reference Manual* and the documents used to develop and operate a Primary Care Network. (March 13/08)

Master: Master Agreement

This section contains a copy of the Master Agreement between the Alberta Medical Association, Alberta Health and Wellness, and Alberta's Regional Health Authorities regarding the tri-lateral relationship and budget management process for strategic physician agreements.

Schedule G: Schedule G to the Master Agreement

This section contains a copy of Schedule G of the Master Agreement, which is the Primary Care Initiative Agreement.

Policy: Policy Manual

Under Development

Funding: Funding Availability

Under Development

Legal: Establishing the PCN's Legal Structure

This section outlines the legal models for forming a Primary Care Network and other legal documents used to establish the Primary Care Network:

- Diagram of the two legal models
- Model 1 Joint Venture Agreement (version 2.0 December 28, 2005)
- Model 2 Joint Venture Agreement
- Memorandum of Association for the NPC
- Articles of Association of the NPC
- Organizational Resolutions of the NPC
- Assignment of Trade Mark

AHW Reports: Operational Reports Available from Alberta Health and Wellness

Under Development