

**TRANSITIONING MEMBERS → to POTENTIAL MEMBERS PROCESS –
Nova Scotia**

When a Transitioning Member (TMBR) reaches the age of majority (turns 19 years of age), she then becomes a Potential Member (PMBR).

IMIS Coordinator

Quarterly:

- Runs the Transitioning Member Report monthly.
- Identifies PMBR's by date of birth – those turning 19 by the end of the previous month.
- Notifies member of next steps: Adult screening, cc to DC.
- Once A1 is completed -> proceeds with BackCheck.

DC / AC

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| • Follows up with TMBR's for outstanding paperwork on a regular basis as per PMBR process. |
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Transitioning Member

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| • Completes forms and returns to Provincial office, as needed. |
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IMIS Coordinator

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| • Enters forms as received. |
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