To: All Patient Enrolment Model Physicians

Published By: Primary Health Care Branch

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Re: Updated “Contacts at a Glance”

Updated Primary Health Care Patient Enrolment Contacts at a Glance

Primary Health Care has updated the “Contacts at a Glance” form that was provided to you in the Patient Enrolment Reference Kits. Please destroy any previous “Contacts at a Glance” forms and replace them with the attached contact information.

INFOBulletins, and Qs&As are available for viewing on-line at the following ministry website

http://www.health.gov.on.ca/english/providers/program/ohip/bulletins/bulletin_mn.html
Primary Health Care Patient Enrolment
Contacts at a Glance

1. Ordering Patient Enrolment/Consent Forms, Patient Information Brochures, Enrolment Kits and Other Enrolment Forms
   DATA Group of Companies
   Primary Care Project
   9195 Torbram Road
   Brampton, ON L6S 6H2
   Tel: 1-800-380-1789
   Fax: 1-888-234-1365
   Email: primarycare@datagroup.ca

2. Submitting completed Enrolment/Consent Forms
   Completed batches of Enrolment/Consent Forms can be submitted to the ministry at the following address:
   Ministry of Health and Long-Term Care
   Enrolment Processing Unit
   P.O. Box 48
   Kingston, ON K7L 5J3
   If you have any questions, please contact your site team at 1-866-766-0266

3. Obtaining Ministry Forms (e.g. Batch Header, New Patient Declaration, Unattached Patient Declaration, Request to Remove a Patient)
   Call Ministry Help Desk at 1-800-262-6524 to obtain a copy by fax

4. Specific questions re: status of patients on your roster or payment
   Status of enrolled patients – Contact the Ministry Help Desk at 1-800-262-6524
   Please allow 4 to 6 week for enrolment forms to be processed before Inquiring on Patient Status
   Payment questions – Contact your Ministry District Office

5. General enrolment related questions related to the contract/agreement
   Speak with your Primary Health Care Team contact person at 1-866-766-0266

6. If Patients have questions
   Patients may call the Service Ontario INFOline for members of the public at 1-888-218-9929