Effective February 1, 2013 the ministry is introducing a new streamlined enrolment process for physicians in all Patient Enrolment Models (PEMs).

Under the new process physicians will no longer be required to batch and submit paper copies of the “Patient Enrolment and Consent to Release Personal Health Information” (E/C) forms to the ministry. Enrolment records will be updated through the submission of the Per Patient Rostering Fee code (Q200A).

Patients and physicians must continue to complete the E/C form, but paper submissions to the ministry are no longer required.

Per Patient Rostering Fee (PPRF)

Q200A – Per Patient Rostering Fee

Billing Rules for PPRF Q Code

- The current billing rules for submitting the Q200A apply.
- PPRF 90 day expiry rule requiring the submission of the E/C form to the ministry to confirm a patient’s enrolment has been eliminated.

**Ending Patient Enrolments**

The process for ending patient enrolments has not changed. You will continue to complete the “Primary Care – Request to Remove a Patient” form and submit it to the ministry as outlined in the Primary Health Care Patient Enrolment Guide.

**Patient Enrolment and Consent to Release Personal Health Information Forms**

Completion of the paper E/C forms by patients and the provider will continue to be mandatory to formally enrol a patient to a physician’s roster. The only change in the process is that the paper forms are no longer batched and submitted to the ministry; effective February 1, 2013 enrolment records will be updated through the submission of a Q200A in the claims system.

All E/C forms with a patient’s signature date of January 31, 2013 and prior must be sent into the ministry by April 30, 2013 for processing. Any forms submitted to the ministry dated February 1, 2013 or later will not be processed and will be returned to the provider for the submission of the Q200A Per Patient Rostering Fee code.

It is very important that all outstanding E/C forms are sent to the ministry.

In the future the ministry will be ending all unconfirmed enrolments on ministry systems and communications on this process will be sent at that time.

Any inquiries in regard to the PPRF claims submissions or patient enrolments please contact the Service Support Contact Centre:

1-800-262-6524
SSContactCentre.MOH@ontario.ca