

# Questions & Answers

Keeping health care providers informed of payment, policy or program changes

**To:** Physicians

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**Re:** Follow-up to INFOBulletin 4627 - IHF Licence Application Process for Grandparented Services

**1. Who is entitled to apply for an Independent Health Facility (IHF) license under the *Independent Health Facilities Act (IHFA)* for certain colonoscopy, endoscopy, and sigmoidoscopy related services?**

Any individual or corporation operating a health facility in Ontario that, before and on May 1, 2014, provided one or more of the colonoscopy, endoscopy, and sigmoidoscopy related services that were assigned a “#” prefix to the applicable fee codes in the OHIP Schedule of Benefits for Physician Services (Schedule of Benefits) effective May 1, 2014 is entitled to apply for an IHF license to receive facility fee funding in respect of the services provided.

The Schedule of Benefits with the May 1, 2014 changes is published at:

[http://www.health.gov.on.ca/english/providers/program/ohip/sob/physserv/physserv\\_mn.html](http://www.health.gov.on.ca/english/providers/program/ohip/sob/physserv/physserv_mn.html)

**2. What is the significance of the “#” prefix assigned to some fee codes in the Schedule of Benefits?**

The “#” prefix signifies that the payment applicable to the fee code does not include the provision of the premises, equipment, supplies and personnel as a constituent element of the insured physician service.

For the services with a “#” prefix that are provided in an IHF, the premises, equipment, supplies and personnel are funded under the IHFA which is published at:

[http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90i03\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90i03_e.htm).

**3. What specific colonoscopy, endoscopy, and sigmoidoscopy related fee codes were assigned a “#” prefix effective May 1, 2014 and became eligible for licensing under the IHFA?**

The colonoscopy, endoscopy, and sigmoidoscopy fee codes listed in the Schedule of Benefits that were assigned the “#” prefix and became eligible for licensing under the IHFA (Eligible Grandparented Services) effective May 1, 2014 are:

**Eligible Grandparented Services**

Category	Fee Code	Description
Colonoscopy	Z491	Follow up of incomplete polyp resection
	Z492	Five year follow up of Z499 colonoscopy
	Z493	Ten year follow up of Z497 or Z555 colonoscopy
	Z494	Hereditary or other bowel disorders associated with increased risk of malignancy
	Z495	Follow up of unsatisfactory colonoscopy
	Z496	Presence of signs or symptoms – sigmoid to descending colon
	Z497	Confirmatory colonoscopy - sigmoid to descending colon
	Z498	Follow up of abnormal colonoscopy
	Z555	Absence of signs or symptoms or risk factors, 50 years of age or older
	E705	- into terminal ileum, to Z491, Z492, Z493, Z494, Z495, Z496, Z497, Z498, Z499 or Z555
	E717	- if biopsy and/or coagulation of angiodysplastic lesion(s) (one or more), to Z491, Z492, Z493, Z494, Z495, Z496, Z497, Z498, Z499, Z555 or Z580
	E740	- to splenic flexure, to Z491, Z492, Z493, Z494, Z495, Z496, Z497, Z498, Z499 or Z555
	E741	- to hepatic flexure, to Z491, Z492, Z493, Z494, Z495, Z496, Z497, Z498, Z499 or Z555
	E747	- to cecum, to Z491, Z492, Z493, Z494, Z495, Z496, Z497, Z498, Z499 or Z555
E785	- multiple screening biopsies (> 34 sites) for malignant changes in ulcerative colitis, to Z491, Z492, Z493, Z494, Z495, Z496, Z497, Z498, Z499 or Z555	
Endoscopy	Z512	Endoscopy of ileostomy or colostomy, or reduction of obstructed Koch ileostomy
	Z514	- with biopsy
	E747	- to cecum
Sigmoidoscopy	Z580	Sigmoidoscopy (using 60 cm. flexible endoscope)

**Disclaimer:** This table does not include the complete details of the Descriptions, Payment Rules, and Notes that may be applicable to the Fee Codes. For the complete details please refer to the Schedule of Benefits published at:

[http://www.health.gov.on.ca/english/providers/program/ohip/sob/physserv/physserv\\_mn.html](http://www.health.gov.on.ca/english/providers/program/ohip/sob/physserv/physserv_mn.html).

**4. What funding will be available to IHFs who are licensed to provide the Eligible Grandparented Services?**

The Ministry will release an interim price-per-case in 2014/15 that will be the facility fee for IHFs. This will be an interim price-per-case for the Eligible Grandparented Services, which will apply during the Ministry's 2014/15 fiscal year, and may change in future fiscal years.

Applicants interested in being notified at the time the pricing is made available can request to be put on an e-mail notification list by sending an e-mail to [IHFP@ontario.ca](mailto:IHFP@ontario.ca).

All facilities issued an IHF license will receive facility fee funding for those Eligible Grandparented Services listed on the license following the signing of a funding agreement. The funding agreement will specify the terms and conditions of funding, including the annual number of Eligible Grandparented Services to be funded.

The funding agreement will be administered by Cancer Care Ontario which oversees cancer related health care programs and has the authority to make facility fee payments as a prescribed person under the IHFA.

(Note: Physicians continue to bill OHIP on a fee-for-service basis for payment of the professional component of the Eligible Grandparented Services that they provide. Please see below for additional information about physicians also billing the E749 add-on code.)

**5. Can physicians continue to bill the E749 add-on code for the Eligible Grandparented Services?**

Yes. Physicians providing Eligible Grandparented Services in a health facility can continue to bill for the E749 add-on payment. Once the health facility is issued an IHF license for the Eligible Grandparented Services, the E749 add-on code will not be payable for the Eligible Grandparented Services provided at the licensed facility.

**6. What factors are considered for issuing an IHF license for the Eligible Grandparented Services?**

To issue a license under the IHFA, the Director of Independent Health Facilities (Director) must be of the opinion that:

- a) the application meets the criteria specified in the application form, including:
  - whether there is sufficient evidence that the facility provided the Eligible Grandparented Services before and on May 1, 2014, and
  - whether the completed application is received before May 1, 2015;
- b) the quality and standards of the facility, and of the services provided in the facility, will comply with applicable regulations under the IHFA or, in the absence of regulations, will conform to the generally accepted quality and standards for the facility and the service or services to be provided in the facility;
- c) the facility will be operated competently, and with honesty and integrity; and
- d) the facility will establish and maintain a system to monitor results of services provided in the facility.

To assist in the review of an application, the Director may require additional information from the applicant, which will be considered by the Director in accordance with the IHFA. Under the IHFA, the Director may issue a license for an IHF where the requirements have been met, however, that decision is discretionary and the Director is not required to issue a license to any person.

**7. Does a health facility applying for an IHF license for the Eligible Grandparented Services need to participate in the Community-Based Specialty Clinics Strategy, and/or be a not-for-profit facility?**

No. There is no requirement for an applicant applying for an IHF license for the Eligible Grandparented Services to participate in the Community-Based Specialty Clinics Strategy or to be a not-for-profit corporation.

**8. Must existing facilities that provided the Eligible Grandparented Services before and on May 1, 2014 apply for an IHF license?**

No. The IHFA gives existing facilities an opportunity to apply for a license under the Act but these facilities are not required to apply for an IHF license. However, facilities that do not apply will not receive facility fee funding to support the costs of the premises, equipment, supplies and personnel associated with the provision of the Eligible Grandparented Services.

**9. Are the colonoscopy, endoscopy, and sigmoidoscopy related services that already had the “#” prefix assigned to the fee codes in the Schedule of Benefits prior to May 1, 2014 also considered to be Eligible Grandparented Services?**

No. The services with fee codes that already had a # prefix before May 1, 2014 are not included as Eligible Grandparented Services.

**10. Are gastroscopy related services considered Eligible Grandparented Services?**

No. Only the colonoscopy, endoscopy, and sigmoidoscopy related services that had the “#” prefix added to the fee code in the Schedule of Benefits effective May 1, 2014 are included as Eligible Grandparented Services and eligible for licensing under the IHFA.

**11. How can interested persons obtain an application to apply for an IHF license?**

The application for an IHF license can be obtained by contacting the IHF Program Unit via e-mail to [IHFP@ontario.ca](mailto:IHF@ontario.ca) or by phoning 613-548-6637 in the Kingston area or 1-866-684-8620 toll free.

**12. How can interested persons be notified of any updates to the application process or form?**

The ministry may issue updates from time to time on its website about the Application process and/or Application Form. Interested applicants are encouraged to check the following ministry websites regularly for any updates:

<http://www.health.gov.on.ca/en/public/programs/ihf/> or

<http://www.health.gov.on.ca/en/pro/programs/ohip/bulletins/>.

As well, if interested in receiving ministry updates via e-mail, please ask to be included on the ministry's e-mail notification list for Grandparented Colonoscopy Services by sending an e-mail to [IHFP@ontario.ca](mailto:IHFP@ontario.ca).

**13. Is there a due date for completing and submitting an application for an IHF license for the Eligible Grandparented Services?**

Yes. Completed applications for an IHF license for the Eligible Grandparented Services must be received by the ministry before May 1, 2015.

**14. Are separate applications required if more than one facility is operated by the same owner?**

Yes. A separate application for an IHF license is required for each location where the Eligible Grandparented Services were provided and the separate applications should be cross referenced to each other.

**15. Is there a fee for submitting an application for an IHF license?**

No. There is no fee to submit an application. However, the successful applicant must pay a \$100 fee for the IHF license as set out in Ontario Regulation 57/92 under the IHFA. (The applicant may also incur costs for a pre-licensing inspection as noted in #16 below.)

**16. Will an applicant's facility require a pre-licensing inspection?**

Maybe. Before issuing an IHF license, the Director must be of the opinion that, among other things, the quality and standards of the facility, and services provided in the facility, will comply with regulations under the IHFA, or in the absence of regulations, will conform to the generally accepted quality and standards for the facility and the services to be provided in the facility. To make this assessment, the Director may request that the College of Physician and Surgeons of Ontario (CPSO) conduct a pre-licensing inspection of the facility. Any pre-licensing inspection required by the Director as part of this application process would be at the expense of the applicant.

**17. Must an applicant provide its previous Premises Inspection Committee (PIC) Report issued by the CPSO to support its application for an IHF license?**

Yes. If the applicant's facility has been inspected through the CPSO's Out-of-Hospital Premises Inspection Program (OHP/IP), the applicant must indicate the date and outcome of the inspection, and provide a copy of the PIC Report, in its application for an IHF license.

**18. If the applicant submits a previous PIC Report with its IHF license application, does this mean that a pre-licensing inspection will not be required?**

No. Applicants who submit a previous PIC Report may still be required to undergo a pre-licensing inspection conducted by the CPSO. This is because additional information, including a pre-licensing inspection, may be needed for the Director to determine whether the quality and standards of the facility, and the services provided in the facility, will comply with the regulations under the IHFA or, in the absence of regulations, will conform to the generally accepted quality and standards for the facility and the services to be provided in the facility.

**19. What should an existing operator of a health facility do if they have, or are planning to, sell or relocate the facility or transfer shares before applying for an IHF license for the Eligible Grandparented Services?**

The IHFA gives the operator of a health facility who provided the Eligible Grandparented Services before and on May 1, 2014 the opportunity to apply for an IHF license. Therefore, any change to the operator of the facility, or to the location of the health facility itself, may impact eligibility to apply for a license.

Please contact the IHF Program Unit to review the details and impacts of the situation if you are an existing operator of a health facility who is considering applying for an IHF license and:

- have or are planning the sale of the facility
- have or are planning the relocation of the facility, or
- have or are planning the transfer of shares of the corporation owning the facility.

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**20. What should an applicant do if they have, or are planning to, sell or relocate the facility or transfer shares after applying for an IHF license for the Eligible Grandparented Services?**

The IHFA gives the operator of a health facility who provided the Eligible Grandparented Services before and on May 1, 2014 the opportunity to apply for an IHF license. Therefore, any change to the operator of the facility, or to the location of the health facility itself, may impact eligibility to apply for a license.

Please contact the IHF Program Unit to review the details and impacts of the situation if you are an existing operator of a health facility who has applied for an IHF license and:

- have or are planning the sale of the facility
- have or are planning the relocation of the facility, or
- have or are planning the transfer of shares of the corporation owning the facility.

The IHF Program Unit can be contacted via e-mail to [IHFP@ontario.ca](mailto:IHFP@ontario.ca) or by phoning 613-548-6637 in the Kingston area or 1-866-684-8620 toll free.

**21. How can additional information be obtained about the IHF license process and entitlement to apply for a license?**

Additional information about this IHF license application process and entitlement to apply for a license can be obtained by contacting the IHF Program Unit via e-mail to [IHFP@ontario.ca](mailto:IHFP@ontario.ca) or by phoning 613-548-6637 in the Kingston area or 1-866-684-8620 toll free.