Subject: Health and Reciprocal Claim Forms

1. Transition to one-part form construction from two-part carbon set construction effective April 3, 2006
2. Fill-and-print forms available on the internet effective April 3, 2006
3. No change to ordering procedures

The Ministry of Health and Long-Term Care is implementing changes to the construction of two forms. These forms will continue to be supplied to you with your personalized information printed on them by the same vendor you have been dealing with for a number of years. For your convenience, these forms will also be available on the internet as fill-and-print forms.

1. Transition to one-part form construction from two-part carbon set construction effective April 3, 2006

The ministry is implementing a change to the construction of the Health Claim form (220-84), the Reciprocal Claim form (221-84), as well as the order form, Request for Claim Card/Laboratory Requisition (4419-84). Effective April 3rd, 2006, these forms will be supplied as one-part forms on regular bond paper (samples attached). Please refer to the next page for details about minor changes to the content of the forms.

This change is necessary because production of the two-part carbon set forms relies on tractor-fed impact printing equipment that is obsolete. The elimination of the carbon and second copy will reduce your storage requirements as well as the risk of inadvertent privacy breaches when the carbon and second copy are discarded.

If you have a stock of the two-part forms on hand, you may continue to use them until the supply is exhausted. Data Group may have a limited inventory of blank, two-part forms on hand resulting from the transition to the one-part format. You may request blank, two-part forms. The ministry has requested that the supplier maintain a supply during the transition. If the supplier has two-part stock on hand, it will be shipped in normal quantities without your personalized information imprinted. If the supplier does not have two-part stock on hand, your order will be filled with one-part, imprinted forms.
Health and Reciprocal Claim Forms

The new one-part Health and Reciprocal Claim forms have been designed with the claim submission information at the top of the page. The middle portion is for ministry use only and will be completed and returned to you with the top portion if additional information is required. The bottom third of the forms provide a copy should you wish to complete it and cut it off for your records. If you don’t require that portion for your file, you may leave the page intact.

The following specific changes have been made to information fields on the new Health and Reciprocal Claim forms:

Service Location Indicator: The Location Code field has been renamed Service Location Indicator.

Master Number: The Facility Number field has been renamed Master Number to clarify that the ministry requires the Master Number for insured services rendered in hospitals.

If you aren’t already submitting claims using Electronic Data Transfer (EDT), the ministry encourages you to consider it. For more information on the benefits and the process to adopt EDT submission, please visit the Health Care Provider’s section on the internet at [http://www.health.gov.on.ca](http://www.health.gov.on.ca) or contact your local OHIP office.

2. Fill-and-print forms available on the internet effective April 3, 2006

The two forms along with the order form will be added to the ministry’s internet site [http://www.health.gov.on.ca](http://www.health.gov.on.ca) as fill-and-print forms for your convenience. Your office may print blank stock, customize the forms with your information prior to printing or complete the form on-line with your information as well as the patient and claim or lab test information. Please note that at this time, information keyed into these fill-and-print forms cannot be saved as electronic files.

If you choose to use the fill-and-print functionality for the health and reciprocal claim forms, you will see that the information keyed into the submission portion will be automatically entered into the same fields in the file copy on the bottom third of the form.

For a complete list of professional forms available on the internet and information on how to view, fill and print, go the website noted above, and click on “Health Care Provider”, “Forms Online”, “Forms Catalogue”, “Ontario Health Insurance (OHIP), and scroll down to view the complete list.

3. No change to ordering procedures

The current procedures for ordering supplies remain the same. The Request for Claim Card/Laboratory Requisition form may be sent using one of the following methods:

<table>
<thead>
<tr>
<th>Method</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax</td>
<td>(905) 793-4192</td>
</tr>
<tr>
<td>Mail or Courier</td>
<td>Data Group of Companies Claim Card/Lab Requisition Order Desk</td>
</tr>
<tr>
<td></td>
<td>9195 Torbram Road</td>
</tr>
<tr>
<td></td>
<td>Brampton, ON  L6S 6H2</td>
</tr>
<tr>
<td>Telephone (9:00 am – 5:00 pm)</td>
<td>(905) 791-3480</td>
</tr>
</tbody>
</table>

The delivery standard is 3 business days from the date of receipt of your order by the supplier.