

# Bulletin



Bulletin Number	Date	Direct inquiries to
1009	March 24, 2006	Ministry of Health and Long-Term Care Processing Office
Distribution		(address below)
Midwives		

## **Subject: Laboratory Requisitions**

- 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 the laboratory requisition form. The form 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 Laboratory Requisition (300-84) as well as the order form, Request for Claim Card/Laboratory Requisition (4419-84). Effective April 3<sup>rd</sup>, 2006, these forms will be supplied as one-part forms on regular bond paper (samples attached). No substantive change to the content of the forms has been made at this time.

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is necessary because production of the two-part carbon set forms relies on tractor-fed impact printing equipment that is obsolete.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.

## **Office locations**

<b>Barrie</b> 34 Simcoe St. Suite 102 L4N 6T4	<b>Etobicoke</b> 3300 Bloor St. W., Unit 142 M8X 2W8	<b>Hamilton</b> 119 King St. W 10th fl. P.O. Box 2280, Stn. A L8P 4Y7	<b>Kenora</b> 220-808 Robertson St. P9N 1X9	<b>Kingston</b> 1055 Princess St. P.O. Box 9000 K7L 5A9	<b>Kitchener</b> 1400 Weber St. E. Unit B2 N2A 3Z8	<b>London</b> 217 York St., 5th Floor Station A N6A 5P9
<b>Mississauga</b> 201 City Centre Dr. Suite 300 L5B 2T4	<b>Newmarket</b> 465 Davis Dr. Unit 108 L3Y 8T2	<b>North Bay</b> 101-447 McKeown Ave. P1B 9S9	<b>North York</b> 4400 Dufferin St N Unit A4-A5 M3H 6A8	<b>Oakville</b> Oakville Town Centre II 220 North Service Rd. W. L6M 2Y3	<b>Oshawa</b> Exec. Tower, Oshawa Centre. 419 King St. W. P.O. Box 635 L1J 7J2	<b>Ottawa</b> Fuller Building 75 Albert Street K1P 5Y9
<b>Ottawa</b> Government Service Centre 110 Laurier Ave W K1P 1J1	<b>Owen Sound</b> 1400 1st Ave. W Suite # 2. N4K 6Z9	<b>Peterborough</b> 300 Water St, 1st Fl North Tower K9J 3C7	<b>St. Catharines</b> 301 St. Paul St. Mezzanine Level L2R 3M8	<b>Sarnia</b> 452 Christina St. N. N7T 5W4	<b>Sault Ste. Marie</b> Roberta Bondar Place 70 Foster Dr., Ste. 100 P6A 6V4	<b>Scarborough</b> 2063 Lawrence Ave. E. M1R 2Z4
<b>Sudbury</b> 199 Larch St., Suite 801 P3E 5R1	<b>Thunder Bay</b> 435 James St. S. , Suite 113 P7E 6T1	<b>Timmins</b> 38 Pine St. N., Suite 110 P4N 6K6	<b>Toronto</b> 47 Sheppard Ave.E. Suite 417 M2N 7E7	<b>Toronto-Downtown</b> 777 Bay St. Suite M212 M5G 2C8	<b>Windsor</b> 1427 Ouellette Ave. N8X 1K1	<b>Head Office</b> P.O. Box 48 Kingston, ON K7L 5J3

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

The forms will be added to the ministry's internet site <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 lab test information. Please note that at this time, information keyed into these fill-and-print forms cannot be saved as electronic files.

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:

Fax	(905) 793-4192
Mail or Courier	Data Group of Companies Claim Card/Lab Requisition Order Desk 9195 Torbram Road Brampton, ON L6S 6H2
Telephone (9:00 am – 5:00 pm)	(905) 791-3480

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