

Bulletin



Bulletin Number	Date	Direct inquiries to
9070	May 23, 2003	Ministry of Health and Long-Term Care Processing Office
Distribution		(address below)
Dental Surgeons		

Subject: Claims Submission Protocol

The ministry continues to investigate ways to improve the processing of claims for insured services and at the same time promote the ministry's e-government plan for streamlining its business processes through technology.

Paper Claims Processing Fees

A processing fee of \$0.50 (\$0.47 + \$0.03 GST) has been levied for OHIP claims submitted on paper claim cards since July 10, 1993. The volume of claims submitted on paper has been steadily declining over the last few years. However, the cost of processing these claims has continued to increase.

The fee charged for processing claims submitted on paper claim cards on or after **January 01, 2003** will increase to **\$2.00 (\$1.87 + \$0.13 GST) per claim**. The processing fee will apply to all paper claims submitted to the ministry, with the following exceptions:

- Reciprocal Medical Billing (RMB) claims,
- Workplace Safety & Insurance Board (WSIB) claims,
- Outaouais Regional Health Council claims,
- Ministry of the Attorney General claims (service codes K018, K021, K061),
- Ministry of the Solicitor General claims (service codes K018, K021),
- Ministry of Community, Family and Children's Services claims (service codes K050, K051, K052, K053, K054, K055),
- Claims submitted for service encounter data collection, and
- Claims submitted by out of province providers registered with the ministry.

Claims submitted via Electronic Data Transfer (EDT), 3½ inch diskettes and magnetic tape or cartridges **remain exempt from any processing fee**.

Office locations

Barrie 34 Simcoe St. Suite 201 L4N 6T4	Etobicoke 3300 Bloor St. W., Unit 142 M8X 2W8	Hamilton 119 King St. W P.O. Box 2280, Stn. A L8N 4C8	Kenora 220-808 Robertson St. P9N 1X9	Kingston 1055 Princess St. P.O. Box 9000 K7L 5A9	Kitchener 1400 Weber St. E. Unit B2 N2A 3Z8	London 217 York St., 5th Floor P.O. Box 5700 Terminal A N6A 1B7
Mississauga 201 City Centre Dr. P.O. Box 7020, Stn. A L5A 3M1	Newmarket 465 Davis Dr. 3rd floor L3Y 8T2	North Bay 101-447 McKeown St. P1B 9S9	North York 4400 Dufferin St. Unit 4A M3H 6A6	Oakville Oakville Town Centre II 220 North Service Rd. W. Unit P5030. L6M 2Y3	Oshawa Exec. Tower, Oshawa Centre. 419 King St. W. P.O. Box 635 L1H 8L4	Ottawa Fuller Building 75 Albert Street K1P 5Y9
Owen Sound 981 2nd Avenue E. N4K 2H5	Peterborough 550 Lansdowne St. W. K9J 8J8	St. Catharines 301 St. Paul St. Mezzanine Level L2R 7R4	Sarnia 452 Christina St. N. N7T 5W4	Sault Ste. Marie Roberta Bondar Place 70 Foster Dr., Ste. 100 P6A 6V4	Scarborough 2063 Lawrence Ave. E. M1R 2Z4	Sudbury 199 Larch St., Suite 801 P3E 5R1
Thunder Bay 435 James St. S. , Suite 113 P7E 6T1	Timmins 38 Pine St. N., Suite 110 P4N 6K6	Toronto 47 Sheppard Ave. E. 5th floor M2N 7E7	Windsor 1427 Ouellette Ave. N8X 1K1	Head Office P.O. Box 48 Kingston, ON K7L 5J3		

Claim Submissions on diskette

Advances in available technology have resulted in older electronic media types becoming obsolete. Locating vendors/distributors that can support these older media types is becoming increasingly difficult.

Effective **April 01, 2003** the ministry will no longer provide or accept 5¼ inch diskettes for claim submissions and Remittance Advice notifications will not be provided on this media type. Acceptable submission formats are:

- Electronic Data Transfer (EDT),
- 3½ inch diskettes,
- Magnetic tape or cartridges.

This change will have no impact on the data elements required for claim submissions, only the electronic media used to submit the data.

Claim Submissions / Regulation 552 of the Health Insurance Act

The ministry has accepted claim submissions in Machine Readable Input (MRI) since 1979 and mandated new providers and private medical laboratories to use MRI since January 1993.

The Electronic Data Transfer Service (EDT) was introduced in 1998 to further advance automated processing. The introduction of direct dial access in 2001 has made EDT much easier to use and is more cost effective than the original Datapac option. The benefits of using EDT include:

- claims data may be sent anytime, 24 hours a day, seven days a week
- access to Overnight Batch Eligibility Checking (OBEC) for health card validation
- faster reconciliation and resubmission of rejected claims, error reports can be provided within 48 hours of submission

The following amendment to Regulation 552 of the Health Insurance Act will take effect **January 01, 2003**:

Solo physicians, practitioners, health facilities or private medical laboratories registering for the first time with the ministry must submit claims using the ministry's Electronic Data Transfer (EDT) service. Physicians or practitioners registering for the first time with the ministry under a group billing number will use the submission type of the group. Dental Surgeons are exempt from this provision.

For further information regarding EDT or MRI submissions contact your local ministry office or visit the ministry website at www.gov.on.ca/health/