

# Bulletin



|                 |                |   |
|-----------------|----------------|---|
| Bulletin Number | Date           | Direct inquiries to   |
| 9077            | March 24, 2006 | Ministry of Health<br>and Long-Term Care<br>Processing Office |
| Distribution    |                | (address below)   |
| Dental Surgeons |                |   |

**Subject: Laboratory Requisitions, 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 three 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 Laboratory Requisition (300-84), 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 3<sup>rd</sup>, 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is necessary because production of the two-part carbon set forms relies on tractor-fed impact printing equipment that is obsolete.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.

**Office locations**

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

## 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> or contact your local OHIP office.

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

The three forms along with the order form 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 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:

|                               |   |
|-------------------------------|---|
| Fax                           | (905) 793-4192  |
| Mail or Courier               | Data Group of Companies<br>Claim Card/Lab Requisition Order Desk<br>9195 Torbram Road<br>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.