

1. PHYSICIAN REGISTRATION

1.1	OVERVIEW	1-2
	Mandatory Address Reporting.....	1-2
1.2	QUESTIONS AND ANSWERS	1-3

1

1. PHYSICIAN REGISTRATION

1.1 Overview

Physician registration is required in order to receive an OHIP billing number to submit claims for insured services. If you are interested in alternate payment methods, please refer to [Section 6 – General Information](#).

In order to apply for an OHIP billing number with the Ministry of Health and Long-Term Care you must hold a valid certificate with the [College of Physicians and Surgeons of Ontario](#) (CPSO) and you must have an Ontario practice address.

Mandatory Address Reporting

All physicians are required under Ontario Regulation 57/97 of the [Health Insurance Act](#), to provide in writing, at least 30 days in advance, to the Ministry of Health and Long-Term Care, an address for every place they regularly render insured services in Ontario, to insured persons. Where multiple addresses exist, the physician should identify which one is the primary practice site where possible. In circumstances in which this length of notification is not possible, notify the ministry of the new practice address as soon as it is known. In addition to each address, physicians must indicate whether services are rendered as a locum tenens or rendered as delegated procedures. Practice addresses are released in accordance with the [Freedom of Information and Protection of Privacy Act](#), R.S.O. 1990, and as such residential addresses are not recommended.

The ministry may require supporting documentation to validate address information and may request information on any other practice addresses. In addition, physicians may be contacted to verify and/or update the address data currently on file with the ministry. This information should be submitted to your [local ministry office](#).

1.2 Questions and Answers

What kind of certificate is required from the CPSO in order to bill the ministry?

In order to bill the ministry you must hold one of the following valid types of certificate from the CPSO:

- Independent Practice
- Academic
- Supervised Practice of Short Duration
- Restricted

How do I get a billing number?

A Registration for Regulated Health Professions ([form 3384-83](#)) must be completed and returned to your local ministry office.

How do I get a form?

You can obtain a form through your local ministry office or on the ministry website under the heading “[Forms Online for Professionals](#)”.

I've graduated, have my independent practice certificate and am working now. Can I work while waiting for my billing number to be issued and bill retroactively?

When you have been assigned a billing number, you may bill retroactively up to six months prior to receiving your billing number but no earlier than the effective date of your certificate.

Now that I have my billing number how do I go about submitting claims?

There are a number of ways in which claims can be submitted (refer to [Section 4 – Claim Submission](#)).

Who do I report my address change to?

Contact your [local ministry office](#). Address changes must be submitted in writing, by fax or mail, signed by the physician.

If I work as a locum may I use the employing physician billing number?

No, you must submit claims using your own billing number.