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PHYSICIAN REGISTRATION

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1. PHYSICIAN REGISTRATION

1.1 Overview

You must register with the Ministry of Health and Long-Term Care (the ministry) in order to receive an Ontario Health Insurance Plan (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 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 to the ministry, an address for every place they regularly provide insured services in Ontario to insured persons.

Where multiple addresses exist, the physician should identify which address is the primary practice site where possible. In addition to each address, physicians must indicate whether services are provided as a locum tenens and/or provided as delegated procedures carried out under direct supervision of the physician.

Provisions governing delegated procedures can be found in the General Preamble section of the Schedule of Benefits located at:

<http://www.health.gov.on.ca/english/providers/program/ohip/sob/physserv/genpre.pdf>

Practice addresses are not considered personal information and may be disclosed upon request and as such, it is recommended that your residential address not be provided.

The ministry may require supporting documentation to validate your address information and may request information on any other practice addresses. In addition, you may be contacted to verify and/or update your address data currently on file with the ministry.

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 an OHIP billing number?

You must complete the “*Registration for Regulated Health Professionals*” form (3384-83) and return to the ministry for processing. Please submit by one of the following methods:

- scanning original and sending by email:
ProviderRegistration.MOH@ontario.ca Or
- Faxing original to (613)-545-5848 Or
- Mailing original to:

Ministry of Health and Long-Term Care
Claims Services Branch
Provider Registry Unit
PO Box 68
Kingston, ON K7L 5T3

For More Information

Call the **Service Support Contact Centre (SSCC)** at:

1-800 262-6524

Hours of operation: 8:00am - 5:00pm

When the form is approved and processed, you will receive a letter from the ministry with your assigned OHIP billing number and the effective date.

How do I get a form?

The form is available online at:

http://www.health.gov.on.ca/en/pro/forms/ohip_fm.aspx

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?

Your claims must be submitted by electronic data transfer in accordance with Ontario Regulation 552, Section 38.3 of the [Health Insurance Act](#).

Refer to [Section 4 – Claims Submission for information on how to submit your claims](#).

Who do I report my address change to?

You must submit your address changes, in writing, to:

Ministry of Health and Long-Term Care
Claims Services Branch
Provider Registry Unit
PO Box 68
Kingston, ON K7L 5T3 **Or**

by email:

ProviderRegistration.MOH@ontario.ca **Or**

Fax to (613)-545-5848

The ministry will need at least 30 business days advance notice of the change.

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

No, you must submit claims using your own billing number. However, refer to the “Delegated Procedure” section of the General Preamble of the Schedule of Benefits for Physician Services for billing of delegated procedures in a locum tenens located at:

<http://www.health.gov.on.ca/english/providers/program/ohip/sob/physserv/genpre.pdf>