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Memorandum

To: Vendors of Record for Home Oxygen Services
ADP-Registered Vendors for Respiratory Equipment and Supplies
The Ontario Home Respiratory Services Association

From: Susan Picarello, Director, Assistive Devices Program (ADP)

Date: September 14, 2016

Subject: IMPORTANT INFORMATION ABOUT ADP-FUNDED HOME OXYGEN SERVICES

On March 31st 2017, the Vendor of Record for Home Oxygen Services will expire.

The Ministry of Health and Long-Term Care is issuing an invitation to establish a list of registered vendors for home oxygen therapy. Effective April 1, 2017, only vendors approved through this process will be authorized to provide ADP-funded home oxygen therapy.

Any person or entity interested in becoming a registered vendor for home oxygen therapy must submit an application to ADP by **October 19, 2016**. No applications will be accepted after this date. The application must include the application form and all supporting documents.

Information concerning the process to register as a vendor for home oxygen therapy can be found on the ADP website, <http://www.health.gov.on.ca/en/pro/programs/adp/default.aspx>, including the following documents:

- the Guide to Apply for Registration as a Vendor for Home Oxygen Therapy (includes detailed information on the application submission process);
- list of important dates;
- the application form; and
- the revised Policy and Administration Manual – Home Oxygen Therapy.

Any questions regarding the process to become a vendor for home oxygen therapy, or the revised ADP policies and procedures, submitted to ADP on or before **September 28, 2016**, will be answered within 10 business days.

Interested persons or entities can submit their questions to adp@ontario.ca, with the subject line:

home oxygen vendor application

For questions submitted on or before September 28, 2016, ADP will:

- post all questions and answers on the ADP website; and
- e-mail all questions and answers to any person or entity that has asked to be included on ADP's notification list.

If you wish to be included on ADP's notification list, please submit your request to adp@ontario.ca, using the same subject line:

home oxygen vendor application

Your email should include:

- your name;
- company/business name; and
- email address;

Thank you,

(original signed by)

Susan Picarello
Director
Assistive Devices Program

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