

# INFOBulletin

Keeping health care providers informed of payment, policy or program changes

**To: Physician Services**

**Published by: Health Services Branch,  
Ministry of Health and Long-Term Care**

**Date Issued: September 10, 2018**

**Bulletin #: 4715**

**Re: Mandatory Address Reporting for Physicians**

Page 1 of 2

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, physicians should identify which address is the primary practice site, where possible. In addition, physicians are required to advise the ministry of the date that the address became effective (the date the physician began providing services at that location). Practice addresses are not considered personal information and may be disclosed upon request and as such, it is recommended that a physician's residential address not be provided.

**As some ministry payment programs (Rural Medicine Investment Program, Primary Health Care) are directly linked to practice addresses, an incorrect address may affect eligibility for those programs. If you continue to provide services in Ontario please ensure your primary practice address with the ministry is up-to-date.**

The 'Change of Address for Health Care Professionals' form is located in the [Central Forms Repository](#) and can be identified using form # 4885-84E.

For more information on completing this form, please contact the ministry's Service Support Contact Centre by email: [SSContactCentre.MOH@ontario.ca](mailto:SSContactCentre.MOH@ontario.ca) or by calling 1-800-262-6524. Once you have reached the main menu you can press 4, followed by 2 and then 3 for assistance to change your registration information.



Submit your completed form to the ministry through one of the following options:

Email: [ProviderRegistration.MOH@ontario.ca](mailto:ProviderRegistration.MOH@ontario.ca)

Fax: 613-545-5848

Mail:

Ministry of Health & Long-Term Care  
Claims Services Branch  
Provider Registry Unit  
Kingston, ON K7L 5J3

For further information regarding provider registration you may also visit the ministry's webpage at: [http://www.health.gov.on.ca/en/pro/publications/ohip/ohip\\_billing.aspx](http://www.health.gov.on.ca/en/pro/publications/ohip/ohip_billing.aspx)