



Ministry
of
Health
Ontario

bulletin

Bulletin number 4238	Date May 1991	Direct inquiries to MINISTRY OF HEALTH OFFICE MEDICAL CONSULTANT
Distribution PHYSICIANS, HOSPITALS, CLINICS AND LABORATORIES		(address below)

Subject

REGISTRATION AND CLAIMS PAYMENT FOR UNREGISTERED ONTARIO RESIDENTS

As of July 1, 1991 all claims for health services must be submitted using the patient's Health Number. More than 96% of Ontario residents are now registered, although geographic variations exist.

Registration will continue through Ministry of Health offices using the **Registration for Ontario Health Coverage** form. However, an expedited process will be implemented to register:

- o Ontario residents who have not yet registered for health coverage but require health care services,
- o eligible Newborns,
- o residents of Provincial Correctional Facilities.

In order to ensure that these Ontario residents have access to health care, and that health care providers receive prompt payment for services, we are introducing a **Registration Request Process** which will be integrated with claims payment procedures for fee-for-service providers, and will support the transition to Health Numbers. This process will be implemented as of July 1, 1991.

The Registration Request Process uses a two part form:

- o Part 1 - Registration Request
- o Part 2 - Registration for Ontario Health Coverage

Part 1 is to be completed at the point of service and submitted to the Ministry of Health by the health care provider or institution initiating the Registration Request. The **Registrant Information** section which includes name, sex and date of birth of the applicant must be completed for **all** requests. The **Parent Information** section is required for Newborns **only**.

Part 2 is to be given to the patient, or parent/guardian to complete and send to the Ministry of Health within 15 days. The registration process will be completed for all eligible applicants upon receipt of Part 2. Health Cards will be sent to the patient, or parent/guardian, within 3-4 weeks.

FORMS, ALONG WITH DETAILED INSTRUCTIONS, ARE ATTACHED.

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Office locations

Barrie
30 Poyntz St.
L4M 3P2

Hamilton
119 King St. W.
P.O. Box 2280, Stn. A
L8N 4C8

Kenora
100 Main St. S.
P9N 1S9

Kingston
1055 Princess St.
P.O. Box 9000
K7L 5A9

Kitchener
Canada Life Square
Main Floor
235 King St. E.,
Terminal A
N2G 4N5

London
217 York St., 5th Floor
P.O. Box 5700
Terminal A
N6A 4L6

Mississauga
201 City Centre Dr.
P.O. Box 7020, Stn. A
L5A 3M1

Oshawa
Exec. Tower, Osh. Ctr.
419 King St. W.
P.O. Box 635 L1H 8L4

Ottawa
Fuller Building
75 Albert Street
K1P 5Y9

Owen Sound
981 2nd Avenue E.
N4K 2H5

Peterborough
Park Lane Plaza
815 High Street
K9J 8J9

St. Catharines
59 Church St.
3rd Floor
L2R 3C3

Sarnia
452 Christina St. N.
N7T 5W4

Sault Ste. Marie
205 McNabb St.
2nd Floor, Ste. 205
P6B 1Y3

Sudbury
199 Larch St., 8th Floor
P3E 5R1

Thunder Bay
435 James St. S.
P.O. Box 5000 P7C 5G6

Timmins
38 Pine St. N., 101 Mall,
Ste. 110 P4N 6K6

Toronto
2195 Yonge St. at
Eglinton, P.O. Box 1700
Stn. A M5W 1G9

Windsor
1427 Ouellette Ave.
N8X 1K1

Head Office
P.O. Box 38
Kingston, Ont.
K7L 5J2

Fee-For-Service-Providers

The Registration Request Process allows fee-for-service providers to submit paper claims for payment along with the Registration Request form:

- o when health care is provided to a patient who has not yet registered for a Health Number, or
- o when the health care provider has attended a "home" birth of a newborn whose parent or guardian is registered with a Health Number.

The **Registrant Declaration** section must be completed and signed by the patient, or parent/guardian in most instances.

The **Provider** section which includes the clinic or provider number must be completed and signed by the health care provider.

Upon receipt of the Registration Request and the claim(s) for unregistered patients at the Ministry of Health, the claim(s) will be paid and a Health Number will be shown on the provider's subsequent Remittance Advice.

Payment of further claims for these patients is subject to the completion and submission of Part 2 (Registration for Ontario Health Coverage) by the patient. Providers should verify the registration status of the patient when additional services are provided, by asking to see the patient's Health Card.

Hospitals

Hospitals will use the Registration Request Process to register Newborns when at least one parent or guardian is registered with a Health Number. Only the **Registrant** and **Parent Information** sections need be completed for Newborn registrations.

Hospitals may also use the process to register eligible in-patients who have not yet registered for a Health Number. The patient must complete and sign the **Registrant Declaration** section of the Registration Request.

Hospitals must ensure that the Facility Number and Reference Number are included on the Registration Request. The Reference Number is any unique number assigned by the hospital to identify the patient.

Upon receipt of the Registration Request at the Ministry of Health, a registration will be initiated and a Health Number assigned to eligible newborns and in-patients. **These Health Numbers will be returned quickly to the hospital on a report for use by the hospital or providers.**

Provincial Correctional Facilities

All residents of Provincial Correctional Facilities will be registered for health coverage by the correctional facility using the Registration Request Process. The correctional facilities will provide the Health Number to the health care provider or hospital when services are rendered.