

Bulletin



Bulletin Number	Date	Direct inquiries to
4258	June 3, 1993	Ministry of Health and Long-Term Care Processing Office
Distribution		(See Address Below)
Physicians, Hospitals, Clinics and Laboratories		

Subject

NEW FORM FOR PRIOR APPROVAL FOR FULL PAYMENT OF INSURED

INTRODUCTION

The form used by Ontario physicians to request prior Ministry of Health approval for full payment of insured out of country hospital/medical services on behalf of their patients has been revised in order to ensure the inclusion of all information required in the evaluation and decision making process. A copy of the revised application is enclosed for your use. Additional forms may be obtained by contacting the Medical Consultant, at your local Ministry of Health, Claims Payment Operations office.

Full payment for out of country health care services may be authorized in those instances where the treatment is generally accepted in Ontario as appropriate and upon receipt of written confirmation from a physician who practices in Ontario that either,

- i. the kind of treatment requested is not performed in Ontario by an identical or equivalent procedure, or
- ii. the treatment is performed in Ontario but it is necessary that the insured person travel out of Canada to avoid a delay that would result in death or medically significant irreversible tissue damage.

COMPLETION OF APPLICATION

Completed applications must be forwarded to the attention of the Medical Consultant at the Ministry of Health, Claims Payment Operations office in the attending physician's area. In order to assist Medical Consultants in the assessment of applications, it is imperative that the form be completed in its entirety. In addition, pertinent medical records or other clinical information in support of the application should be appended. Please note that incomplete forms will be returned to the attending physician .

[next page](#)

**Office
locations**

Barrie 30 Poyntz St. L4M 3P2	Hamilton 119 King St. W P.O. Box 2280, Stn. A L8N 4C8	Kenora 220-808 Robertson St. P9N 1X9	Kingston 1055 Princess St. P.O. Box 9000 K7L 5A9	Kitchener Canada Life Square Main Floor 235 King St. E., N2G 4N5	London 217 York St., 5th FloorP.O. Box 5700 Terminal A N6A 1B7	Mississauga 201 City Centre Dr. P.O. Box 7020, Stn. A L5A 3M1
North Bay 101-447 McKeown St. P1B 9S9	Oshawa Exec. Tower, Oshawa Centre. 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 550 Lansdowne St. W. K9J 8J8	St.Catharines 59 Church St 3rd Floor L2R 3C3	Sarnia 452 Christina St. N. N7T 5W4
Sault Ste. Marie Roberta Bondar Place 70 Foster Dr., Ste. 100 P6A 6V4	Sudbury 199 Larch St., Suite 801 P3E 5R1	Thunder Bay 435 James St. S. , Suite 113 P7E 6T1	Timmins 38 Pine St. N., Ste. 110 P4N 6K6	Toronto 2195 Yonge St. P.O Box 1700 Stn. A M5W 1G9	Windsor 1427 Ouellette Ave. N8X 1K1	Head Office P.O. Box 38 Kingston, ON K7L 5J2

PAGE 2 of 2

NEW FORM FOR PRIOR APPROVAL FOR FULL PAYMENT OF INSURED

EMERGENCY REFERRALS

In exceptional critical circumstances it may not be possible to complete a prior approval application in advance of patient referral to an out of country health care facility. In such situations the Ontario physician should request assessment of the prior approval application on a retroactive basis.

Where circumstances demand an immediate referral to an out of country hospital in order to provide emergency care that is not available locally, the attending physician is advised to act in the best interest of the patient. Subsequent to such referrals, the attending Ontario physician must submit an approval application documenting that either the required services were not readily available in Ontario or that the time required to access treatment in Ontario represented a threat to the patient in terms of loss of life or medically significant irreversible tissue damage.

Retroactive applications and supporting documentation must be submitted to the appropriate local Ministry of Health, Claims Payment Operations office within 24 hours of the out of country referral or on the first working day following a holiday. During normal business hours the attending physician should contact the Medical Consultant in the local Ministry of Health, Claims Payment Operations office to advise regarding the necessity for emergency out of country treatment.

[previous](#)
[page](#)

Ontario Ministry of Health and Long-Term Care
[© 2002 Queen's Printer for Ontario](#) | Last Modified: undefined