

Bulletin



Bulletin Number 4374	Date October 15, 2001	Direct inquiries to Ministry of Health Processing Office <i>(address below)</i>
Distribution Physicians, Hospitals, Clinics, Laboratories		

Subject **Infant Registration Process**

As of October 1, 2001 all eligible newborns born at home, and attended by a midwife, may make use of the Infant Registration process. By enabling Midwives to obtain Pre-Assigned Health Numbers (PAHN) from the birthing hospitals the Infant Registration process is more convenient for parents and ensures that eligible infants receive a PAHN expeditiously regardless of birth setting.

By extending the current Infant Registration process, all eligible newborns, born in hospital or at home and attended by a midwife, will be registered for health coverage from the moment of birth.

A newborn born in any of the following situations is **not** eligible to register through the expedited Infant Registration process and must be registered directly with the Ministry of Health and Long-Term Care (following the same process as other new residents) :

- A child born outside of Canada, to an insured Canadian custodial parent, who will ordinarily be a resident of Ontario with the parent. The parent is responsible for completing the registration and providing documentation.
- A child born in Ontario whose parent has taken up residency from another Canadian province or territory is not yet eligible for Ontario health coverage during the parent's waiting period but will be eligible on the parent's eligibility effective date.
- A child born to a parent who is a member of the RCMP or CAF and stationed in Ontario.
- A child born to temporary residents who are ineligible for OHIP (refugee claimants, foreign students, etc).
- A child born to a parent without an Ontario health number.
- A child not born in a hospital or at home attended by a midwife.

The hospital's process for obtaining and submitting Infant Registration forms will remain the same: hospitals request a supply of forms which the Ministry distributes quarterly (or when necessary on request) Head Midwives (a designated Midwife on staff at each hospital in which midwives provide birthing services) will sign out forms from the hospital and be responsible for the security, distribution

and collection of the forms from midwives on staff at the hospital. Midwives will be expected to carry a form to each home birth for completion by parents of eligible newborns, and to submit the completed form to the Head Midwife. Head Midwives will collect the Infant Registration forms from all applicable midwives routinely and submit the forms back to the hospital as a batch on a regular basis. The hospital will then submit all forms received from the Head Midwife to the Ministry, as per existing procedures.

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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 220-808 Robertson St. P9N 1X9	Kingston 1055 Princess St. P.O. Box 9000 K7L 5A9	Kitchener 1400 Weber St. E. Unit B2 N2A 3Z8
London 217 York St., 5th Floor P.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 48 Kingston, ON K7L 5J3		

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Each birthing hospital may develop its own procedures for the allocation of Infant Registration forms to Head Midwives.

It is important to note that if a midwife has privileges at more than one birthing hospital the Infant Registration forms must be returned to site of origin: the forms are not transferable as they are pre-printed with the facility number.

Fee-for-service providers will have access to the newborn's pre-allocated Health Number for billing purposes immediately following the baby's birth. No additional forms need to be completed by the provider before submitting claims for processing.

Medical claims received within 90 days of the newborn's date of birth and prior to processing the Infant Registration form will be held by the Ministry until the form is processed or until 90 days from the date of birth has passed, whichever is earlier. Held medical claims will not be paid if the registration is not processed within 90 days from the newborn's date of birth. Providers receive notification on the Claims Error Report with an error code. The Ministry will return rejected paper claims to providers who submit in this format.

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Ontario Ministry of Health and Long-Term Care
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