

Bulletin



Bulletin Number	Date	Direct inquiries to
4392	December 18, 2002	Ministry of Health and Long-Term Care Processing Office
Distribution		(See Address Below)
Physicians, Hospitals, Clinics, Laboratories		

Subject **Claims Submission Protocol**

The ministry continues to investigate ways to improve the processing of claims for insured services and at the same time promote the ministry's e-government plan for streamlining its business processes through technology.

Paper Claims Processing Fees

A processing fee of \$0.50 (\$0.47 + \$0.03 GST) has been levied for OHIP claims submitted on paper claim cards since July 10, 1993. The volume of claims submitted on paper has been steadily declining over the last few years. However, the cost of processing these claims has continued to increase.

The fee charged for processing claims submitted on paper claim cards on or after **January 01, 2003** will increase to **\$2.00 (\$1.87 + \$0.13 GST) per claim**. The processing fee will apply to all paper claims submitted to the ministry, with the following exceptions:

- Reciprocal Medical Billing (RMB) claims,
- Workplace Safety & Insurance Board (WSIB) claims,
- Outaouais Regional Health Council claims,
- Ministry of the Attorney General claims (service codes K018, K021, K061),
- Ministry of the Solicitor General claims (service codes K018, K021),
- Ministry of Community, Family and Children's Services claims (service codes K050, K051, K052, K053, K054, K055),
- Claims submitted for service encounter data collection, and
- Claims submitted by out of province providers registered with the ministry.

Claims submitted via Electronic Data Transfer (EDT), 3½ inch diskettes and magnetic tape or cartridges remain **exempt from any processing fee**.

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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 Canada Life Square Main Floor 235 King St. E., N2G 4N5	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 38 Kingston, ON K7L 5J2

Claim Submissions on diskette

Advances in available technology have resulted in older electronic media types becoming obsolete. Locating vendors/distributors that can support these older media types is becoming increasingly difficult.

Effective April 01, 2003 the ministry will no longer provide or accept 5¼ inch diskettes for claim submissions and Remittance Advice notifications will not be provided on this media type. Acceptable submission formats are :

- Electronic Data Transfer (EDT)
- 3½ inch diskettes,
- Magnetic tape or cartridges.

This change will have no impact on the data elements required for claim submissions, only the electronic media used to submit the data.

Claim Submissions / Regulation 552 of the Health Insurance Act

The ministry has accepted claim submissions in Machine Readable Input (MRI) since 1979 and mandated new providers and private medical laboratories to use MRI since January 1993.

The Electronic Data Transfer Service (EDT) was introduced in 1998 to further advance automated processing. The introduction of direct dial access in 2001 has made EDT much easier to use and is more cost effective than the original Datapac option. The benefits of using EDT include :

- claims data may be sent anytime, 24 hours a day, seven days a week;
- access to Overnight Batch Eligibility Checking (OBEC) for health card validation;
- faster reconciliation and resubmission of rejected claims, error reports can be provided within 48 hours of submission;

The following amendment to Regulation 552 of the Health Insurance Act will take effect **January 01, 2003** :

Solo physicians, practitioners, health facilities or private medical laboratories registering for the first time with the ministry must submit claims using the ministry's Electronic Data Transfer (EDT) service. Physicians or practitioners registering for the first time with the ministry under a group billing number will use the submission type of the group. Dental Surgeons are exempt from this provision.

For further information regarding EDT or MRI submissions contact your local ministry office or visit the ministry website at www.health.gov.on.ca

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