

Bulletin



Bulletin Number	Date	Direct inquiries to
4490	February 6, 2009	Ministry of Health and Long-Term Care Health Services Branch 370 Select Drive, P.O. Box 168 Kingston, ON K7M 8T4
Distribution		Tel: 1-888-359-8807 Fax: 1-866-221-3536
Physicians, Hospitals, Clinics and Laboratories		

**Subject: IMPORTANT INFORMATION FOR PHYSICIANS - PATIENTS REQUIRING
MINISTRY FUNDED OUT OF COUNTRY (OOC) HEALTH SERVICES**

When a patient requires insured health services that are either:

- not available in Ontario, or
- available in Ontario but a delay in receiving the service(s) would result in either death or medically significant irreversible tissue damage,

Ontario physicians may apply on their patient's behalf for funding of treatment required outside of Canada.

The ministry provides funding only:

- if the required OOC service(s) meet the conditions described in s. 28 of O.Reg 552 under the *Health Insurance Act* (HIA); and
- if Ministry approval has been received in writing **prior to the OOC service(s) being rendered**. OOC health services received without prior ministry funding approval are not eligible for reimbursement.

How to Apply

Application forms and completion instructions are available on the ministry's website at the following address:

[http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/AttachDocsPublish/014-1442-84~4/\\$File/1442-84.pdf](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/AttachDocsPublish/014-1442-84~4/$File/1442-84.pdf)

Before submitting your patient's OOC prior approval application, please be sure to:

1. Complete all relevant sections of the form legibly – (form will be returned if information is not legible), and
2. Include all relevant documentation in support of the application (such as consultations with Ontario specialists, lab tests results etc.), and
3. Have your patient or patient's legal representative sign the application form, and
4. Sign and date the application form and have your patient do the same.

DO NOT COMPLETE THE APPLICATION IF:

- you do not know the answer to the questions in Part 4A or Part 4B. In most cases, you will have to research current services in Ontario and wait times in several areas of the province **OR**
- OOC treatment is required as a result of a workplace injury and services are covered by the **Workplace Safety and Insurance Board (WSIB)**.

BY SIGNING THE APPLICATION, YOU AS THE ATTENDING ONTARIO DOCTOR, ARE PRESCRIBING A TREATMENT BASED ON YOUR PROFESSIONAL KNOWLEDGE.

Completed application forms may be sent to the ministry **by mail** to:

Ministry of Health and Long-Term Care
Health Services Branch
Out of Country Unit
370 Select Drive, P.O. Box 168
Kingston, ON K7M 8T4

Or **by fax**: to: 1-866-221-3536 or 613-536-3181

Ministry Process:

1. Once received, the ministry will review the application form and all supporting documentation to determine if the requested OOC services meet the criteria established under the *Health Insurance Act (HIA)* for funding.
2. On completion of its review, the ministry will send a decision letter to the referring Ontario physician by fax and will also send a copy of the letter to the patient (or patient's guardian) by courier. Written ministry approval must be received **BEFORE** the OOC health services are rendered.

Do not submit a prior approval application to the ministry if the OOC service(s) have already been performed.

NOTE: The act of sending a prior approval application for funding to the ministry does not mean funding can be approved. Patients should be advised not to receive any OOC health services (that she/he expects will be funded by the ministry) before receiving the ministry's decision letter.

In accordance with O. Reg 552 under the *Health Insurance Act*, physicians cannot bill their patient or OHIP for the completion of the prior approval application form.

Partial funding of OOC health services is not an option.

Services Not Eligible for OOC Funding

- OHIP does not cover costs for **non-medical services** such as travel, accommodation and meals (except where included as part of insured hospital services).
- Treatment that is generally accepted in Ontario as **experimental, for research or a survey**, including clinical and drug trials.
- **Workplace Safety and Insurance Board (WSIB)** - OHIP does not insure services to which a person is entitled under the Workplace Safety and Insurance Act (WSIA).

To learn more about the OOC prior approval process, you may:

- Visit the OOC website: www.health.gov.on.ca
- Call the ministry's toll-tree OOC Inquiry Number: 1-888-359-8807
- Send an e-mail Inquiry to: OOCPRIORAPPROVALINQ.moh@ontario.ca