

Bulletin		
Bulletin Number 4509	Date March 3, 2010	Direct inquiries to Ministry of Health and Long-Term Care 199 Larch Street, Suite 801 Sudbury ON P3E 5R1 Telephone: 705 675-4010 1-800-461-4006 (Northern Ontario residents only)
Distribution Physicians, Hospitals, Clinics and Laboratories		

Subject: Revised *Application for Northern Health Travel Grant* form and new Post Audit Review Process

One of the initiatives implemented by the Ministry of Health and Long-Term Care to modernize and streamline service delivery for Ontarians was the redesign of the Northern Health Travel Grant (NHTG) processing system. Two key elements of the initiative are the transformation of the NHTG Application form and introduction of a new Post Audit Review Process.

Revised NHTG Application form

The following significant modifications have been made to the *Application for Northern Health Travel Grant*:

- Instruction Sheet
 - Includes separate sections for eligibility criteria, additional information and instructions for patients or providers to verify that a Specialist Provider is certified by *The Royal College of Physicians and Surgeons of Canada*;
 - Revised checklist to ensure applicable sections of the form have been completed and signed by the appropriate individual;
 - Addition of a Substitute Decision Maker (SDM), with examples of SDM individuals, who can complete and sign the form on behalf of a patient who is under 16 years of age or a patient who is 16 years of age or older who is incapable of consenting on his/her own behalf.

NOTE:

Please do not remove the instruction sheet or checklist from the NHTG Application as it contains important information for the applicant regarding the completion of the form. Incomplete applications will be returned to the applicant which will delay the assessment of the application and grant payment, if the applicant is eligible.

Revised NHTG Application form (cont'd)

- Application form has been changed from one to two pages:
 - Page One
 - Section 1 – Patient
 - Section 2 – Northern Referring Provider
 - Section 3 – Specialist / Health Facility Service Provider
 - Page Two (on reverse of application form)
 - Section 4 – Third Party (Society/Agency) Advance Funding
 - Section 5 – Companion
- Removal of information in some sections that is no longer required (e.g. Northern Referring Provider section: Reason for Referral)
- Pertinent information has been added to certain sections (e.g. Specialist / Health Facility Service Provider section: Is this medical service for an OHIP insured service? Yes/No)

Physicians, Hospitals and Clinics requiring a supply of **500 or less** of the *Application for Northern Health Travel Grant* (NHTG) Form 0327-88: Contact the Ministry of Health and Long-Term Care, 199 Larch Street, Suite 801, Sudbury ON P3E 5R1 to place your order either by fax at 705-675-4015 or by calling 705-675-4010 or toll-free for Northern residents 1-800-461-4006.

If you require more than 500 forms: please fax your order directly to the ministry warehouse at 416-327-0329. When placing your order, please ensure to quote catalogue number 7530-4419 as well as your Ontario Government Pharmacy (OGP) client number, if known. Any inquiries on the status of your order placed through the warehouse must be directed to customer service at 416-327-8222.

Upon receipt of the revised version (09/09) of the NHTG form 0327-88, any previous versions must be destroyed.

The revised form is also available from the Ontario Government's forms website at:

www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&ENV=WWE&NO=014-0327-88.

Pages three and four must both be submitted together for processing. For administrative purposes, the ministry recommends printing the form double-sided, if your printer has the capability.

Post Audit Review Process

With the implementation of the redesigned processing system, a new Post Audit Review process has been introduced for the NHTG Program. A post audit of paid travel grants will be conducted based on a predefined set of criteria within the system. Please note that your office may be contacted for further information or clarification on a paid travel grant for your patient(s).

NHTG Information

If you have any questions or comments regarding this bulletin or the NHTG Program, please call:

- 705-675-4010

Northern Ontario residents may call:

- 1 800 461-4006 (for service in English)
- 1 800 461-1149 (for service in French)

Further information on the NHTG Program is also available on the ministry website at:

www.health.gov.on.ca/english/public/pub/ohip/northern.html