

Bulletin



Bulletin Number	Date	Direct inquiries to
4512	May 3, 2010	Ministry of Health and Long-Term Care
Distribution		
Physicians, Hospitals, Clinics and Laboratories		

Subject: Ministry Funded Health Services Outside of Ontario

Out of Country (OOC) Health Services

Ontario patients may be eligible for fully funded OHIP insured **out of country** (OOC) health services if the identical or equivalent health service is, generally speaking, either:

- not performed in Ontario, or
- is performed in Ontario but it is necessary that the person travel out of Canada to avoid a delay in receiving the service that would result in either death or medically significant irreversible tissue damage.

How to Apply:

To be considered for full funding of OOC services, a practicing Ontario physician must complete and submit a “*Prior Approval Application for Full Payment of Insured Out of Country Health Services*” form to the ministry.

Three new application forms have been developed for this purpose (listed below) and will soon be available through the ministry’s OOC website:

- Prior Approval Application for Full Payment of Insured Out-of-Country (OOC) Health Services (Form 4520-84)
- Request for Diagnostic Laboratory Testing (Form 4521-84)
- Emergency/911/CritiCall Transfers (Form 4524-84)

When submitting an application to the ministry, please ensure that:

1. All relevant sections of the form have been fully and legibly completed (forms will be returned if they are not legible), and
2. Your patient (or your patient’s legal representative) has signed the form, and
3. All relevant documentation in support of the application is provided (including test results, reports of consultations with Ontario specialists etc.), and
4. A practicing Ontario physician familiar with the patient’s medical condition has signed and dated the form.

In most cases, applications must be submitted to the ministry **prior** to the OOC service(s) being provided and ministry approval must be received in writing **prior** to the OOC service(s) being rendered.

OOO hospital and/or physician services received without prior ministry funding approval are not eligible for reimbursement. Costs incurred for transportation and accommodation are also not insured benefits of OHIP.

Full details regarding the ministry's OOC prior approval process and copies of the application forms can be found at the following website address: www.health.gov.on.ca/outofcountry

Out of Province (OOP) Health Services

To apply for **out of province** (OOP) funding for a patient, a written request should be submitted to the ministry by either the referring Ontario physician or the treating OOP physician

Currently there is no OOP form. However, the "Prior Approval Application for Full Payment of Insured Out of Country Health Services" form is acceptable to seek OOP approval. The form can be downloaded at www.health.gov.on.ca/outofcountry

How to Apply:

The request for full funding of OOP services should include the following information:

1. A description of the requested services, diagnosis and treatment/test required, and
2. A breakdown of any additional fees if applicable (for high cost services), and
3. Patient information: name, address, telephone and health number, and
4. OOP facility information: name, address and contact information, and
5. OOP physician information: name address and telephone/fax number, signature, and
6. Ontario referring physician (if relevant): name, address and telephone/fax number, signature, and
7. Information about whether the facility is publicly or privately funded and participates in reciprocal billing.

Emergency OOC/OOP Transfers

Prior written ministry approval is not required for emergency circumstances. Emergency circumstances are defined as medical circumstances in which an insured person faces immediate risk of death or medically significant irreversible tissue damage. In these situations, an Ontario physician is required to contact

CritiCall at 1-800-668-4357

to arrange the patient's transfer. The attending Ontario physician must also complete and submit a prior approval application form to the ministry on the patient's behalf.

Completed applications for full funding of insured **OOO or OOP health services** can be sent by mail to:

Ministry of Health and Long-Term Care
Health Services Branch,
Provider Payment Programs
370 Select Drive
P.O. Box 168
Kingston, Ontario K7M 8T4

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

You should not submit a prior approval application or request to the ministry if:

- the OOC/OOP services are required as a result of a work related accident* or
- the OOC/OOP services have already been rendered (unless the services were required as a result of an emergency hospital transfer as described above)

* If OOC/OOP services are required as a result of a work related accident, please contact the 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)*.

WSIB may be contacted directly at 416-344-1000 or toll free at 1-800-387-0750

Ministry Process

All information provided in support of an application or request for OOC or OOP prior approval will be thoroughly reviewed by ministry staff. Physicians and patients will be notified in writing of the ministry's decision upon completion of the review. Decision letters are usually sent to the referring physician by fax and a copy of the letter is usually sent to the patient by courier.

OHIP funding for health care services required outside of Ontario/Canada will only be approved if the treatment or service meets the conditions described in O. Reg 552 under the *Health Insurance Act (HIA)*.

This bulletin is a summary only. If there is any inconsistency between this bulletin and the provisions of Regulation 552, the Regulatory provisions govern.

To learn more about the prior approval process:

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