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Bulletin

No. A-20/10
Property & Casualty
– Auto

Health Claims for Auto Insurance September 2010 Guideline

To the attention of all insurance companies licensed to transact auto insurance in Ontario and all health care providers

With this Bulletin, the Financial Services Commission of Ontario (FSCO) is releasing a Health Claims for Auto Insurance September 2010 Guideline – Superintendent's Guideline No. 07/10 (new Guideline). This new Guideline replaces the previous Health Claims for Auto Insurance 2010 Rollout Guideline – Superintendent's Guideline No. 01/10 (Rollout Guideline) that was issued in May 2010 and discussed in Property and Casualty – Auto Bulletin A-06/10.

As noted in Auto Bulletin A-06/10, this new Guideline is being issued to reflect the implementation of the new Statutory Accident Benefits Schedule – Effective September 1, 2010 (new SABS).

New Guideline

This new Guideline is issued pursuant to section 268.3 (1) of the Insurance Act for the purposes of setting out the requirements for delivery of certain documents under sections 49(1) and 64(7) of the new SABS. The new Guideline mandates the transmission of certain accident benefit claim forms between health care providers and insurers by way of a Central Processing Agency (CPA). The CPA is the agent designated to receive accident benefit claim forms on behalf of insurers. Health Claims for Auto Insurance Processing is the CPA for the purposes of the new Guideline and section 64 (7) of the new SABS.

As indicated in the new Guideline, the system is designed to enable health care facilities to enrol in Health Claims for Auto Insurance (HCAI) for the purpose of transmitting Ontario Claim Forms (OCF) 18, 21 and 23 to auto insurers. Health care facilities may submit OCF forms to HCAI in one of two ways: either electronically (through an online web application with or without a practice management software (PMS) interface), or in paper format. Paper submissions need to be made to HCAI's data entry centre (DEC), where the data will be transcribed, validated and submitted electronically to the insurer. In addition to receiving forms, the CPA will confirm that forms are completed and then make this information available to the insurers to whom they are addressed. The CPA also enables insurers to communicate claims approval and payment decisions to health care facilities.

NOTE: The bulletins posted on this website are provided for historical reference. Information contained in the bulletins is accurate on the date published, but is subject to change and may have been superseded by a later bulletin. Users should verify the information before making decisions or acting upon it.

The bulletins posted may contain forms that are no longer current. For the current version of any FSCO form, please visit the [forms area](#) of this website.

For current information on individuals or entities licensed by FSCO please visit the [Licensing Link](#) area of the website.

The new Guideline also:

- States that all insurers, and those health care facilities named on FSCO's website, are subject to the new Guideline.
- Designates Health Claims for Auto Insurance Processing (HCAI Processing), an Ontario not-for-profit corporation, as the CPA.
- Sets out specific accident benefit claim forms that are subject to this new Guideline and that must be delivered to the CPA.
- Describes how to deliver documents to the CPA.
- Includes rules governing attachments and when documents are considered to be received by the CPA.
- Includes rules dealing with the deemed receipt of documents.
- Includes coding information required to complete specified forms and documents.
- Provides other technical details regarding HCAI and the CPA.

HCAI Participant List

As of May 22, 2010, FSCO no longer maintains the HCAI Participant List for insurers, as the system became mandatory for all insurers that are licensed to transact auto insurance in Ontario, and that are administering SABS benefits claims under motor vehicle liability policies issued in Ontario.

HCAI Participating Provider List

Health care providers or facilities that wish to submit and receive information through the CPA must first enrol with the CPA, and agree to specific terms and conditions. The terms and conditions deal with confidentiality, security, liability, access and data integrity. Appendix 1 of the new Guideline provides information on how to access the HCAI Participating Provider List, which provides the names of health care providers or facilities that are subject to the new Guideline.

The HCAI Participating Provider List will be maintained by FSCO and is expected to be updated, at a minimum, on the first Monday of each month (or the next business day in the event of a holiday). The latest list is available on FSCO's website at:

www.fSCO.gov.on.ca/english/insurance/auto/hcai.asp.

Paper Submissions to the HCAI DEC

HCAI's DEC has been established in order to allow for the submission of paper forms to any insurer by a Participating Provider, as defined in the new Guideline. Paper versions of the forms may be delivered to HCAI's DEC – who will validate data on the forms, and then once validated, send them electronically to the insurer. Please note that a health care facility must choose which system it wants to use with HCAI, as it cannot be enrolled in both the electronic and paper submission systems simultaneously.

As indicated in the new Guideline, any attachments to a form must be delivered directly to the insurer, and not be sent to HCAI's DEC. Any attachments that are sent to the DEC will be deemed not to have been received by the insurer, and will be destroyed, not returned.

Any documents that are submitted to HCAI's DEC must be properly completed in accordance with the directions set out in the OCF forms, and the validation rules that are attached to the new Guideline. HCAI's DEC will notify health care facilities of forms that are incomplete, or incorrectly completed, within two business days of receipt. Health care facilities are encouraged to correct any errors that are identified by the DEC in its error report, and to resubmit the form as quickly as possible.

Planned HCAI System Outage

Please note that the HCAI system has been updated to support the new SABS and the new OCF forms. Effective September 1, 2010, the updated system will accommodate the new Treatment and Assessment Plan (OCF-18), Auto Insurance Standard Invoice (OCF-21) and Treatment Confirmation Form (OCF-23). It will also process these forms according to the requirements of the new SABS.

Insurers and providers should ensure that they successfully complete and submit their forms before 5 p.m. Eastern Daylight Time (EDT) on August 31, 2010, if they want their forms processed by HCAI before September 1, 2010. This will enable HCAI to process the transactions by the end of the business day, as the HCAI servers will be taken offline and will become inaccessible at exactly 5 p.m. EDT on August 31, 2010.

HCAI and its DEC will not accept any forms after 5 p.m. EDT on August 31, 2010. Any forms that are not processed by 5 p.m. EDT on August 31, 2010 will be deemed not to have been received by HCAI before September 1, 2010, and will therefore be governed by the new SABS.

The updated HCAI system will become available at 8 a.m. EDT on September 1, 2010. At this point, HCAI and its DEC will begin accepting the new OCF forms.

Enrolment in HCAI

Insurers and health care facilities must complete the enrolment process for HCAI before using the system. Any forms that are delivered to HCAI prior to enrolment will not be processed.

Please note that there are separate enrolment processes for each mode of transmission (electronic or paper). Facilities must notify HCAI if they wish to switch from one mode to another, and must complete the appropriate enrolment process.

Effective Date

The new Guideline applies to all insurers that issue auto insurance policies in Ontario, and to participating health providers and facilities in respect to documents specified in the new Guideline that are delivered on or after September 1, 2010 – regardless of the date of the accident to which they relate.

Publication

The new Guideline will be published in an upcoming edition of The Ontario Gazette.

Additional HCAI Information

Inquiries, questions and additional information on the HCAI system (e.g., enrolment, coding, technical specifications, and educational material) can be found online at: www.hcaiinfo.ca.

If a question is not addressed by this website, please contact HCAI Processing by telephone or e-mail:

- Telephone for HCAI Processing: (416) 644-3110
- E-mail for health facility/provider support: Providersupport@hcaiinfo.ca
- E-mail for insurer support: Insurersupport@hcaiinfo.ca

Philip Howell
Chief Executive Officer and
Superintendent of Financial Services

August 18, 2010

Attachment:

- [Health Claims for Auto Insurance September 2010 Guideline – Superintendent's Guideline No. 07/10 \(PDF\)](#)



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Financial Services
Commission
of Ontario

Commission des
services financiers
de l'Ontario

Health Claims for Auto Insurance September 2010 Guideline

September 2010

Superintendent's Guideline No. 07/10

Health Claims for Auto Insurance September 2010 Guideline

Introduction

This Guideline replaces the Health Claims for Auto Insurance 2010 Rollout Guideline – Superintendent's Guideline No. 01/10 (Rollout Guideline) issued in May 2010, and is issued pursuant to s. 268.3 (1) of the Insurance Act for the purposes of ss. 49 (1) and 64 (7) of the Statutory Accident Benefits Schedule – Effective September 1, 2010 (SABS).

As noted in the Rollout Guideline, this Guideline is being issued to reflect the SABS that is effective on September 1, 2010.

This Guideline applies to documents specified in this Guideline that are delivered on or after **September 1, 2010**, regardless of the date of the accident to which they relate.

A document to which this Guideline applies and that previously would have been sent directly to an insurer to whom this Guideline applies, is instead to be sent to a Central Processing Agency (CPA) established by the insurance industry to receive such documents on behalf of insurers.

This Guideline describes:

- which insurers, health care facilities (facilities) and health care providers (providers) are subject to the Guideline and in what circumstances;
- what documents are to be delivered to the CPA and in what circumstances;
- how such documents may be delivered to the CPA; and
- how insurers are to provide information to the CPA.

Insurers and Providers That Are Subject To This Guideline

This Guideline applies only to transactions between a Participating Provider and a Participating Insurer, as defined below, in respect to any claim for SABS benefits under a motor vehicle liability policy issued in Ontario.

Participating Providers

The Financial Services Commission of Ontario will continue to maintain and update from time to time a list of identified health care facilities/providers (or specified branch offices thereof) participating in the Health Claims for Auto Insurance ("HCAI") system (the "HCAI Participating Provider List") and the dates that their participation begins. Please see Appendix 1 for details of how to obtain copies of the HCAI Participating Provider List in effect at any particular time.

For the purposes of this Guideline, each specified branch office of an identified facility, and each provider operating in a specified branch office of an identified facility, is a Participating Provider.

Participating Insurers

This Guideline applies to all insurers licensed in Ontario in respect of all claims for SABS benefits under any motor vehicle liability policy issued in Ontario. Each such insurer is a Participating Insurer for the purposes of this Guideline.

This Guideline does not apply to:

- any reinsurer in respect of claims under a contract of reinsurance,
- any insurer in respect of which a winding-up order has been made under the Winding-up and Restructuring Act (Canada), or
- the Motor Vehicle Accident Claims Fund.

Designation of Central Processing Agency – SABS s. 64 (7)

Health Claims for Auto Insurance Processing is the CPA for the purposes of this Guideline and s. 64 (7) of the SABS. Health Claims for Auto Insurance Processing is a not-for-profit Ontario corporation established and funded by the insurance industry and operated by a board of directors that includes representatives of the insurance industry and health care communities.

The primary role of the CPA is to act as the agent of insurers to receive specified documents on their behalf; to confirm that the documents are duly completed and contain all of the information required to be included in them; and to then make the documents available for access by the insurers to whom they are addressed. The CPA also acts as an intermediary for the purpose of enabling insurers to communicate information such as claims approval and payment decisions electronically to those health care goods and services providers who wish to receive such communications electronically through the CPA.

The CPA is also expected to be a primary source of the information that automobile insurers will be required (under s. 101.1 of the Insurance Act) to provide to the Superintendent of Financial Services, concerning claims for goods and services for which automobile insurers are liable under contracts of automobile insurance.

Invoices For Goods And Services That Are Subject To This Guideline – SABS s. 49

Any invoice for goods or services specified in Appendix 2 of this Guideline for the purposes of s. 49 of the SABS must be in the form (the Auto Insurance Standard Invoice) approved by the Superintendent of Financial Services in accordance with s. 66 of the SABS.

This requirement applies only if:

- all of the goods or services referred to in the invoice are provided in Ontario by the Participating Provider,
- the invoice is not submitted by the claimant,
- the invoice is submitted by a Participating Provider and is payable to the Participating Provider, and

- payment of the invoice is claimed against a Participating Insurer with respect to a transaction with a Participating Provider.

Where this requirement applies, s. 49 (1) of the SABS prohibits a Participating Insurer from paying any invoice that is not in the approved form, does not include all of the information required by the approved form, or is not sent to the CPA as required by this Guideline.

Participating Providers are to invoice Participating Insurers for goods or services specified in Appendix 2 separately from goods or services not specified in Appendix 2. Similarly, Participating Providers are to invoice Participating Insurers for goods or services provided in Ontario separately from goods and services not provided in Ontario.

Documents That Must Be Delivered To The CPA

The following documents are specified for the purpose of s. 64 (7) of the SABS. Each of these documents must be delivered to the CPA (not directly to the insurer to whom it is addressed) in accordance with this Guideline, if it is delivered to a Participating Insurer by a Participating Provider:

OCF-18	Treatment and Assessment Plan – SABS s. 38
OCF-21	Auto Insurance Standard Invoice – SABS s. 49 – but only if this Guideline requires the use of this form for the particular goods or services being billed
OCF-23	Treatment Confirmation Form – SABS s. 40

Please note that with one exception (see * below), a document that this Guideline does not require to be delivered to the CPA, must be delivered directly to the insurer using one of the delivery methods provided for in s. 64 (2) of the SABS.

* An OCF-21 submitted to invoice an insurer only for the completion of a Disability Certificate (OCF-3) may be delivered either to the CPA in accordance with this Guideline, or directly to the insurer, at the option of the Participating Provider.

Section 64 (7) of the SABS provides that a document to which this Guideline applies is deemed not to have been delivered to an insurer unless it is delivered to the CPA as required by this Guideline. If such a document is delivered directly to an insurer instead of the CPA, despite the requirements of this Guideline, the insurer is under no obligation to respond to it, as the document will be deemed not to have been received by the insurer.

How To Deliver Documents To The Central Processing Agency

A document that is required by this Guideline to be delivered to the CPA shall be delivered in either of the following ways:

- (1) Electronic Submission, or
- (2) Paper Submission

(1) Electronic Submission

The document may be delivered to the CPA in electronic form in a manner that results in it being capable of being retrieved and accessed by the CPA.

Participating Providers are authorized to deliver documents to the CPA electronically as described above, and to access information electronically from the CPA, once they have completed the appropriate enrolment process (see **Enrolment Of Users And Providers** below).

A Participating Provider may elect to enrol for either electronic submission or paper submission, but not both at the same time.

As noted below under **Rules Governing Date of Receipt of Documents By Insurers**, any document delivered to the CPA by a Participating Provider that has not completed this enrolment process will be deemed not to have been received by the insurer, and will not be processed.

(2) Paper Submission

The CPA has established a data entry centre that is equipped to receive paper documents delivered by a Participating Provider in accordance with this Guideline. These documents will be transcribed, validated and submitted electronically from the Data Entry Centre (DEC) to the insurer.

Documents may be delivered to the CPA in paper form, by mail, fax or personal delivery in accordance with ss. 64 (2) (a), (b), (c) or (d) of the SABS if addressed to the CPA's data entry centre as follows:

**HCAI Processing – Data Entry Centre
P.O. Box 254
Orangeville ON L9W 3Z5
Fax number: (866) 346-6744**

Participating Providers are authorized to deliver documents in paper form as described above, once they have completed the appropriate enrolment process (see **Enrolment Of Users And Providers** below).

A Participating Provider may elect to enrol for either electronic submission or paper submission, but not both at the same time.

As noted below under **Rules Governing Date of Receipt of Documents By Insurers**, any document delivered to the CPA's data entry centre by a Participating Provider that has not completed this enrolment process will be deemed not to have been received by the insurer, and will not be processed.

Attachments To Documents That Are Subject To This Guideline

For the purposes of this Guideline, "attachments" means any material (e.g., additional pages, reports, test results) submitted in support of a document to which this Guideline applies.

If a Participating Provider determines that it is necessary to send one or more attachments rather than including in the document itself all information that the sender determines to be desirable or necessary to accomplish its purpose, the following special rules apply:

1. The Participating Provider must specify, in the field provided in the document for that purpose, how many attachments are being delivered.
2. The document itself (but not the attachments) must still be delivered to the CPA (if in electronic format) or the CPA's data entry centre (if in paper form) as described above.
3. The attachments are not to be delivered to the CPA (or the CPA's data entry centre), but instead must be delivered directly to the insurer by one of the delivery methods described in s. 64 (2) of the SABS. Although it is preferable that all attachments be delivered to the insurer at the same time, it is not mandatory to do so.

Please note that any attachment delivered to the CPA or the CPA's data entry centre will be deemed not to have been received by the insurer, and will not be returned, but will be destroyed.

4. The attachments are not to be sent to the insurer before the document is sent to the CPA.
5. Each attachment must be identified with the claimant's name, either the claim number or policy number, the date of the accident, and the document type (i.e., OCF-18, OCF-21 or OCF-23) to which the attachment relates, to enable the insurer to identify the document for which the attachment is intended.

Rules Governing Date of Receipt of Documents By Insurers

Section 64 of the SABS sets out the rules that determine when a document delivered to the CPA as required by this Guideline, is deemed to be received by the insurer to whom it is addressed. Briefly summarized, those rules provide:

1. **Document with no attachments** – is deemed to be received by the insurer to whom it is addressed when the document has been delivered to the CPA in a manner specified in this Guideline, and the CPA has determined that the document is duly completed and contains all information required by the SABS to be included in it.
2. **Document with attachments** – is deemed to be received by the insurer to whom it is addressed when:
 - (a) the document (exclusive of attachments) has been delivered to the CPA in a manner specified in this Guideline, and the CPA has determined that the document is duly completed and contains all information required by the SABS to be included in it; and
 - (b) all of the attachments have been received by the insurer.

The SABS provides (s. 64 (20)) that a document delivered to the CPA by fax, personal delivery or by electronic submission later than 5:00 p.m. Eastern Time is deemed to have been delivered to the CPA on the following business day.

The SABS also provides (s. 64 (10)) that the CPA will be deemed to have determined, on the day a document was delivered to it in a manner specified in this Guideline, that the document is duly completed and contains all information required by the SABS to be included in it, unless the CPA notifies the sender to the contrary, in a manner specified in this Guideline.

For the purposes of s. 64 (10), the manner in which the CPA is to notify the sender is by one of the delivery methods provided for in s. 64 (2) of the SABS. The CPA may also deliver the notification verbally (e.g., by a telephone call or message), provided written confirmation is given as soon as practicable afterwards by one of the delivery methods provided for in s. 64 (2) of the SABS.

As previously noted, the SABS further provides (s. 64 (7)) that a document to which this Guideline applies is deemed not to have been delivered to an insurer unless it is delivered as required by this Guideline. Any document delivered to the CPA (either directly or through its data entry centre) by a Participating Provider that has not completed the enrolment process, is not delivered as required by this Guideline and therefore shall be deemed not to have been delivered to an insurer.

Completion of Documents

A document to which this Guideline applies will be deemed not to have been completed and not to contain all the information required by the SABS to be included in it, unless all fields (other than those that are optional in the circumstances indicated on the form as approved by the Superintendent of Financial Services) are completed as required by this Guideline.

The information in any completed field must comply with the validation rules set out in Appendix 3 of this Guideline.

Where the form specifies the format in which certain information (e.g., a date) is to be provided, the information must be provided in that format.

If the document is delivered in paper form, all completed fields must be legible.

All attachments must be legible.

Codes To Be Used In Submitting Information

The following information shall be provided utilizing the codes specified below:

- To describe injuries and *sequelae*, codes listed in the International Statistical Classification of Diseases and Related Health Problems, 10th Revision, Canadian Enhancement (ICD-10-CA) which is maintained by the Canadian Institute for Health Information and available through www.cihi.ca. An abridgment of the ICD-10-CA list of codes, developed to assist stakeholders in the Ontario automobile insurance system, is available at www.hcaiinfo.ca.
- To describe health interventions, codes listed in the Canadian Classification of Health Interventions (CCI) which is maintained by the Canadian Institute for Health Information and available through www.cihi.ca. An abridgment of the CCI list of codes, developed to assist stakeholders in the Ontario automobile insurance system, is available at www.hcaiinfo.ca.

- To describe provider types, the list of Provider Type Codes is available at www.hcaiinfo.ca.
- To describe payment categories under a Pre-approved Framework, the list of Pre-approved Framework Reimbursement Codes is available at www.hcaiinfo.ca.
- To describe payment categories under the Minor Injury Guideline, the list of Minor Injury Reimbursement Codes available at www.hcaiinfo.ca.
- To describe items billed to automobile insurers by providers that are not covered by the CCI, the list of Goods, Administration, and Other Codes is available at www.hcaiinfo.ca.
- To describe unit measures and for converting minutes to hours, the list of Unit Measure Codes and the Minutes to Hour Conversion Table is available at www.hcaiinfo.ca.

The information at www.hcaiinfo.ca is maintained by Insurance Bureau of Canada in cooperation with the professional associations referred to at www.hcaiinfo.ca/links.asp.

Requirements For Insurers

Where the SABS requires a Participating Insurer to provide information to the CPA, such information shall be delivered to the CPA in electronic form in a manner that results in it being capable of being retrieved and accessed by the CPA.

The information referred to in s. 49 (3) of the SABS concerning the processing of an invoice must be provided to the CPA within five business days after the invoice has been processed by the Participating Insurer.

The information referred to in s. 64 (13) of the SABS concerning any other document to which this Guideline applies must be provided to the CPA within five business days after the document has been processed by the Participating Insurer.

The information referred to in s. 64 (14) of the SABS concerning receipt of attachments must be provided to the CPA within five business days after the last attachment has been received by the Participating Insurer.

The deadlines referred to above are independent of, and not to be confused with, the deadlines within which an insurer is to process and respond to a document as set out in the SABS.

A Participating Insurer that has completed the enrolment process as an Insurer (see **Enrolment of Users And Providers** below), is authorized to deliver information to the CPA electronically and to access from the CPA information that has been delivered to the CPA by a Participating Provider.

Enrolment Of Users And Providers

Before submitting information to, or receiving information from the CPA, a provider, facility or insurer that is a Participating Provider or Participating Insurer shall enrol with the CPA and agree to its user terms and conditions. As noted above, providers and facilities may elect to enrol for either paper submission or electronic submission, but not both at the same time. The user terms and conditions may include commercially reasonable provisions to address responsibilities including confidentiality, security, liability, access, and data integrity.

Temporary Suspensions Of This Guideline

In the event that the CPA becomes unable (e.g., by reason of temporary technical issues) to properly carry out its obligations to providers, facilities or insurers, the Superintendent of Financial Services may temporarily suspend the operation of this Guideline.

The Financial Services Commission of Ontario will post notice of any suspension and subsequent resumption of operation of this Guideline on its website (www.fSCO.gov.on.ca).

During the period of any such suspension, the requirements of this Guideline do not apply and documents are instead to be delivered directly to insurers using one of the standard delivery methods provided for in s. 64 (2) of the SABS.

Appendix 1

HCAI Participating Provider List

Copies of the HCAI Participating Provider List in effect from time to time may be obtained at www.fSCO.gov.on.ca/english/insurance/auto/hcai.asp.

Alternatively, printed copies may be obtained by contacting the Financial Services Commission of Ontario at 1-800-668-0128 extension 7123.

Appendix 2

Invoices For Goods And Services That Are Subject To This Guideline – SABS s. 49

SABS Section	Type of Service/Goods	Specified for the purposes of section 49	Not specified for the purposes of section 49
Medical Benefits			
15(1)(a)	Medical, surgical, dental, optometric, hospital, nursing, ambulance, audiometric and speech-language pathology services	Medical, nursing, audiometric and speech-language pathology services	Surgical, dental, optometric, hospital and ambulance services
15(1)(b)	Chiropractic, psychological, occupational therapy and physiotherapy services	✓	
15(1)(c)	Medication		✓
15(1)(d)	Prescription eyewear		✓
15(1)(e)	Dentures and other dental devices		✓
15(1)(f)	Hearing aids, wheelchairs or other mobility devices, prostheses, orthotics and other assistive devices	Supplies provided to the patient by health care providers	Supplies purchased by the patient
15(1)(g)	Transportation of the insured person to and from treatment sessions, including transportation for an aide or attendant		✓
15(1)(h)	Other goods and services of a medical nature	✓	
Rehabilitation Benefits			
16(3)(a)	Life skills training	✓	
16(3)(b)	Family counselling	✓	
16(3)(c)	Social rehabilitation counselling	✓	
16(3)(d)	Financial counselling		✓
16(3)(e)	Employment counselling		✓
16(3)(f)	Vocational assessments	✓	
16(3)(g)	Vocational or academic training		✓

SABS Section	Type of Service/Goods	Specified for the purposes of section 49	Not specified for the purposes of section 49
16(3)(h)	Workplace modification and workplace devices including communication aids		✓
16(3)(i)	Home modifications and home devices including communication aids, or a new home instead of home modifications		✓
16(3)(j)	Vehicle modifications or a new vehicle instead of modifying an existing vehicle		✓
16(3)(k)	Transportation for the insured person to and from counselling sessions, training sessions and assessments, including transportation for an aide or attendant		✓
16(3)(l)	Other goods and services other than case management, housekeeping and caregivers and any other good or service for which a benefit is otherwise provided in the SABS		✓
17	Case manager services	✓	
19	Attendant care services	Provided by health care providers and other professional care providers	Provided by family, neighbours and other non-professional care providers
Examinations, Completion of Reports/Certificates, etc.			
25	Disability Certificate (OCF-3)		✓
25	Treatment Plan (OCF-18)	✓	
25	Application for Determination of Catastrophic Impairment (OCF-19)	✓	
25	Assessment of Attendant Care Needs (Form 1)	✓	
44	Insurer Examinations	✓	

Appendix 3

Validation Rules

Item #	Data Field	Description	Related Rule ID
Common Document Submission Rules			
1	Policy/Claim Number	Either the policy number or the claim number must be filled in.	PM-CSR1
2	Date of Accident	The date of accident must be • prior to or equal to the date of submission • and prior to or equal to the current date.	PM-CSR7
3	Date of Birth	The date of birth of an applicant must be prior to or equal to all dates on the document, including • the date of submission, • the date of accident • and the current date.	PM-CSR4
4	Date of Birth	The applicant cannot be older than 120.	PM-CSR6
5	Health Care Provider Name	All health care providers listed on a document must be enrolled and validated in HCAI, except the Health Practitioner in Part 4 of the OCF-18. All such providers must be associated with a single health care facility which is enrolled and validated in HCAI.	PM-CSR28
6	Injury Code	Documents must have at least one injury code. The description of the injury or problem in the field "Description" must be an approved, standard description corresponding with one of the ICD-10-CA codes published by CIHI.	PM-CSR14
7	Quantity	The estimated quantity on all goods or services line items must be greater than 0.	PM-CSR9
8	Sub-total	All sub-totals in the document must be • greater than or equal to 0 • and equal to the sum of all the line items to which the sub-total applies.	PM-CSR10
9	Tax	Total tax must be • greater than or equal to 0 • and equal to the sum of all the line items	PM-CSR25
10	Date of Applicant's Signature	The date of an applicant's signature on treatment plans must be • prior to or equal to the current date • and equal to or after the date of accident.	PM-CSR31
Validation of unit of measure for goods and services rendered			
11	Quantity	If the measure is GD, PR, PG or SN, the quantity must be a whole number greater than 0.	BR-GPI_R12
12	Measure	If the section code is S, the measure must be SN or HR.	BR-GPI_R05
13	Measure	If the section code is G, the measure must be GD. If the section code is not G, the measure must not be GD.	BR-GPI_R06
14	Measure	If intervention code is TT, the measure must be HR.	BR-GPI_R07
15	Measure	If intervention code is KM, the measure must be KM.	BR-GPI_R08

Item #	Data Field	Description	Related Rule ID
16	Measure	If the measure is KM or HR, decimals are allowed in the quantity.	BR-GPI_R13
17	Measure	For all CCI Codes, the unit of measure must be HR or PR.	BR-GPI_R04
Common Invoice (OCF-21) Submission Rules			
18	Other Service Type	If amounts are provided in the "Other Service Type" row in the "Other Insurance Amounts" section, then a description of the other service type is required.	IMBR-CS5
19	Payee Name ("Make Cheque Payable To")	If the health care facility chooses the "lock payable" option when registering on HCAI, then the "Make Cheque Payable To" field on all invoices is the name of the payee specified by the health care facility in their configuration. Otherwise, the first and last name of the payee must be provided in the "Make Cheque Payable To" when submitting the invoice.	IMBR-CS6
20	Date of Service	The date of service of a rendered good or service must be - greater than or equal to the date of accident - and less than or equal to the date of submission.	IMBR-CS7
21	Quantity	Quantity of a rendered good or service must be greater than 0.	IMBR-CS9
22	Provider Reference	Each rendered good or service may be performed by more than one health care provider. However, only one provider can be specified on the invoice for each rendered good or service. The primary provider must be specified. The primary provider is the one who spends the most time rendering the good or service.	IMBR-CS14
23	Insurer Total	The auto insurer total amount on the invoice must be equal to the sum of the tax amount, MOH amount, other insurer 1 & 2 amounts, proposed line-item sub-total(s) and interest.	IMBR-CR1
24	Invoice	An invoice that is created from a plan can only be associated with that one plan. An invoice for goods and services from more than one plan must be created from scratch.	IMBR-CS22
25	Interest	Interest on an invoice must be manually calculated and entered into HCAI. Interest will not be calculated from the overdue amount on the invoice.	IMBR-CS39
26	Line Item	There must be at least one line item for goods and service rendered. A line item can be a treatment session. The description of the intervention in the field "Description" must be an approved, standard description corresponding to the CCI or GAP codes published by CIHI or HCAI, respectively.	IMBR-CS16
OCF-18 Submission Rules			
27	Profession	A Health Practitioner's profession must be one of the practitioner professions listed in the Statutory Accident Benefits Schedule (SABS).	PM-18R9
28	Date of Signature	The date of the signature of the Health Practitioner must be - on or after the date of accident - and on or before the date of submission.	PM-18R7

Item #	Data Field	Description	Related Rule ID
29	Profession	The Regulated Health Professional's profession must be one of the regulated health professions listed in the regulations.	PM-18R10
30	Date of Signature	The date of the signature of the Regulated Health Professional must be - on or after the date of accident - and on or before the date of submission.	PM-18R6
31	Line Item	There must be at least one goods and service line item. A line item can be a treatment session. The description of the intervention in the field "Description" must be an approved, standard description corresponding to the CCI or GAP codes published by CIHI or HCAI, respectively.	PM-18R5
32	Count	The projected count for each goods and services line item must be greater than 0.	PM-18R2
33	Total Cost	The projected total cost for each goods and services line item must be - greater than or equal to 0 - and equal to the estimated cost per day times the projected count.	PM-18R1
34	Duration of Treatment	The estimated duration of the treatment plan (in weeks) must be greater than 0.	PM-18R3
35	Number of Treatment Visits	The number of treatment visits previously provided must be either blank or greater than or equal to 0.	PM-18R4
36	Auto Insurer Total	The auto insurer total amount on treatment plans must be equal to the sum of the sub-total, tax, MOH and other insurer 1 & 2 amounts.	PM-18R11
OCF-23 Submission Rules			
37	Profession	The Health Practitioner's profession in Part 4 must be one of the following: - Chiropractor - Dentist - Nurse Practitioner - Occupational Therapist - Physician - Physiotherapist	PM-23R17
38	Date of Signature	The date of the signature of the Health Practitioner must be - on or after the date of accident - and on or before the date of submission.	PM-23R10
39	Guideline	If the date of accident is on or before Aug. 31, 2010, the Guideline identified in Part 9 must be "PAF WAD I/II". Otherwise, the Guideline identified in Part 9 must be "Minor Injury".	PM-23R25
40	Part 11	If the Guideline is "Minor Injury", there must be no line items in Part 11.	PM-23R26
41	Total	The document total must be equal to the sum of the Part 9 sub-total and Part 11 sub-total.	PM-23R17
42	Guideline Estimated Fee	The Guideline Estimated Fee must be greater than or equal to zero.	PM-23R27

Item #	Data Field	Description	Related Rule ID
43	Supplementary Goods & Services Estimated Fee	The Supplementary Goods & Services Estimated Fee must be greater than or equal to zero.	PM-23R28
44	Total	The auto insurer total amount must be equal to the sum of the pre-approved sub-total and the sub-total for the "Other Goods and Services" section.	PM-23R17
OCF-21A Submission Rules- applies to DEC only			
45	Plan Number	The Data Entry Centre will not accept an OCF-21A if a Treatment & Assessment Plan (OCF-18) has not been received by the DEC previously. In this case, an OCF-21B must be submitted.	BR-DEC-00
OCF-21B Submission Rules			
46		Refer to Common Invoice Submission Rules.	
OCF-21C Submission Rules			
47	Version	Invoice OCF-21, Version C must be used for billing goods and services within a Guideline issued by the Ontario Superintendent of Insurance.	IMBR-CS1
48	PAF/Guideline Type	The PAF/Guideline type for an invoice must be the same as the PAF/Guideline Type on the originating plan. The allowed values in the Type field in Part 3 are: • Minor Injury • WAD I/II Injury	IMBR-CS28
49	Fees	The "Reimbursable Fees Within the Minor Injury Guideline or Pre-approved Framework" section of an OCF-21C may contain zero line items. If it contains one or more line items, the Proposed Cost of each such line item must be greater than or equal to zero. The Proposed Sub-total for this section must be greater than or equal to zero.	IMBR-CS44
50	Fees	The PAF/Guideline fee totals must equal the sum of all the individual reimbursable fees.	IMBR-CS30
51	Other Reimbursable Goods & Services	There must be no line items in the Other Reimbursable Goods and Services section if the PAF/Guideline is the Minor Injury Guideline.	IMBR-CS45
Facility Registry			
52	Facility Registry	Facilities that bill automobile insurers must be enrolled in HCAI through the online self-registry or by submitting the paper enrolment form to the paper processing centre. Facilities register individual health care providers.	BR-DS-A01
53	Facility Registry	Facilities must be activated by the Provider Adoption Support Team (PAST) to be available on HCAI for forms processing. The PAST activates the facility upon receipt of the signed enrolment form.	BR-DS-A02
54	Provider Registration Number	Regulated health care providers must supply college registration numbers.	BR-DS-A03
55	Facility Registry	Until the PAST activates the facility, the facility authorizing officer is only able to log in to HCAI to modify facility information and add health care providers.	BR-DS-A04

Item #	Data Field	Description	Related Rule ID
56	User Management	Upon activation of the facility by the PAST, which occurs after receipt of the signed enrolment form, the facility's authorizing officer will be able to set up users and access HCAI functions.	BR-DS-A05
57	Provider forms	Each time a health care provider is added to HCAI, the facility must print the appropriate enrolment form, obtain the providers signature and retain the paper copy.	BR-DS-A06
58	Provider End Date	To unlink a health care provider from a facility, the facility administrator must set the end date for the provider. If a provider's user account exists, it will be disabled as of the end date.	BR-DS-A07
59	PMS Integration	If PMS integration is selected, the PMS vendor name is required.	BR-DS-A08
60	Facility End Date	If the end date for a health care facility is entered, all user accounts will be disabled after 15 days and no form submission will be allowed after the end date.	BR-DS-A09
61	Provider	Once enrolled, a health care provider's name and professions cannot be modified.	BR-DS-A10
62	Provider	For a health care provider name change, the end date is entered and provider must be set up with new name.	BR-DS-A11