

# 1. PHYSICIAN REGISTRATION

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# 1. PHYSICIAN REGISTRATION

## 1.1 Overview

Physician registration is required in order to receive an OHIP billing number to submit claims for insured services. If you are interested in alternate payment methods, please refer to Section 6 – General Information.

In order to apply for an OHIP billing number with the Ministry of Health and Long-Term Care you must hold a valid licence with the College of Physicians and Surgeons of Ontario (CPSO) and you must have an Ontario practice address.

### Mandatory Address Reporting

All physicians are required under Ontario Regulation 57/97 of the *Health Insurance Act*, to provide in writing, at least 30 days in advance, to the Ministry of Health and Long-Term Care, an address for every place they regularly render insured services in Ontario, to insured persons. Where multiple addresses exist, the physician should identify which one is the primary practice site where possible. In circumstances in which this length of notification is not possible, notify the ministry of the new practice address as soon as it is known. In addition to each address, physicians must indicate whether services are rendered as a locum tenens or rendered as delegated procedures. Practice addresses are released in accordance with the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990*, and as such residential addresses are not recommended.

The ministry may require supporting documentation to validate address information and may request information on any other practice addresses. In addition, physicians may be contacted to verify and/or update the address data currently on file with the ministry. This information should be submitted to your local ministry.

## 1.2 Questions and Answers

### **If I work as a locum may I use the employing physician billing number?**

No, you must submit claims using your own billing number.

### **I've graduated, have my independent practice license and am working now. Can I work while waiting for my billing number to be issued and bill retroactively?**

When a billing number is assigned to you, you may bill retroactively up to six months prior to receiving your billing number, but no earlier than the effective date of your license.

### **Who do I report my address change to?**

Contact your local ministry office. Address changes must be submitted in writing, by fax or mail, signed by the physician.

### **Now that I have my billing number how do I go about submitting claims?**

There are a number of ways in which claims can be submitted (refer to Section 4 – Claim Submissions).