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| Data Link | Number 06-002 | Page 1 of 2 |
| Cross Reference N/A | Reference N/A | |
| Date June 26, 2006 | Response required N/A | |

Subject: Changes to Diskette Claim Submissions

Advances in technology have resulted in older electronic media types becoming obsolete. Locating vendors/distributors that can support older media types is becoming increasingly difficult.

Effective September 1, 2006 the Ministry of Health and Long-Term Care (the ministry) will no longer:

- accept 3.5 inch low (double) density diskettes (720K) IBM or MAC for claim submissions, **or**
- provide the Remittance Advice (RA) on 3.5 inch low (double) density diskettes.

If claim submissions are sent on low (double) density diskettes after September 1, 2006, providers will be contacted by their local district office and advised to resubmit the claims on high density diskettes.

Effective September 1, 2006 acceptable methods for claim submissions will be:

1. Electronic Data Transfer (EDT)
2. 3.5 inch high density diskettes (1.44)
3. 3490 tape cartridges

The ministry continues to promote EDT as the preferred method of claim submission. The benefits of using EDT include:

- claims data may be sent anytime, 24 hours a day, seven days a week
- error reports can be provided within 48 hours of submission allowing for faster reconciliation, correction and resubmission within the same processing month
- claims received after the 18th of the month cut-off date may be processed until the month-end processing date, *where time and volume permits*
- access to Overnight Batch Eligibility Checking (OBEC) for health card validation

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| Data to follow N/A | |
| For further information contact Local MOHLTC Processing Office | Telephone |

For further information on EDT, refer to the following ministry website:
http://www.health.gov.on.ca/english/providers/pub/ohip/edtguide/edt_mn.html
or contact the EDT Help Desk at 1-800-262-6524 or in Kingston call 613-548-7981.

To ensure claim submissions are successfully processed, providers must send high density diskettes to the ministry:

1. in a mailer to lessen the risk of damaged diskettes
2. with the appropriate identification label
 - i. Provider Name, Telephone Number, Provider Number, # of claims, # records and date of diskette
3. properly formatted, ensuring the data elements for diskette and claim submissions are met as outlined in the ministry's Technical Specifications Interface to Health Systems
4. by the monthly cut-off date of the 18th (or the next business day when the date falls on a weekend or a holiday)

If the high density diskette is not in an acceptable format or includes additional data other than claims processing data, providers will be contacted by their local district office and advised to resubmit the claims file in the required format and without any additional data.

Providers are encouraged to submit claims frequently (i.e. daily, weekly) to ensure **successful** claim submissions received by the monthly cut-off date of the 18th are processed for payment the following month.

All future Data Link communications can be found on the ministry website under Technical Bulletins at:

http://www.health.gov.on.ca/english/providers/program/ohip/bulletins/bulletin_mn.html