

HCAI Notice

To: All health care businesses NOT yet using HCAI
 Date: May 6 2010

NOT Enrolled with HCAI Yet? Read carefully – this may affect your auto insurance funded practice.

This notice affects health care facilities (businesses, practices, clinics) that:

1. Used HCAI in its previous rollout, between April 2007 and March 2008;
- AND, 2.** ARE named in either the Tier 1 or Tier 2 rollout schedules;
- AND, 3.** Have NOT yet submitted their HCAI Enrolment (registration) paperwork to HCAI Processing.

Why is this important?

- If your facility is named in the Tier 1 or Tier 2 HCAI Rollout Schedule, you have been assigned an effective date between April 19 and August 30, 2010.
- This means you will be required to be up and ready to use HCAI for transmission of OCFs 18, 21, 22 and 23 on that date.
- In order to be able to use HCAI by your effective date, your enrolment (a.k.a. registration) paperwork must be submitted according to the schedule shown below:

| Tier | Effective Dates | Enrolment deadline FAX: 416-497-6505 |
|--------|--|---|
| Tier 1 | April 19, 26 May 3, 10, 17, 25, 31 | April 2 April 16 |
| Tier 2 | Jun 7, 14, 21, 28 Jul 5, 12, 19, 26 Aug 3, 9, 16, 23, 30 | May 14 June 18 July 16 |

What if your health care business / health care facility does not submit its HCAI registration paperwork on time?

- **Your practice will not be ready to use HCAI** by the effective date assigned to you.
- **After the effective date assigned to your health business, insurers cannot accept OCFs 18, 21, 22 and 23 UNLESS it is sent via HCAI.**
 - If you are not able to use HCAI on your effective date, you must submit OCFs 18, 21, 22 and 23 to your patient, who will submit it to the insurer.

How do you know if your health care business / health care facility is listed in Tier 1 or Tier 2?

Go to this link and review the Tier 1 and Tier 2 lists, which are alphabetized and list health businesses under the names used between April 2007 and March 2008:

http://www.hcaiinfo.ca/Health_Care_Facility_Provider/HCAI_Full_Rollout_Schedule.asp

How do I Enroll?

Go to http://www.hcaiinfo.ca/Health_Care_Facility_Provider/Enrolment.asp and follow the instructions.

Does Your Practice Use Practice Management Software (PMS)?

If you are intending to use a PMS system to link with HCAI electronically, you must work with your PMS vendor to ensure that your system is capable of interfacing with HCAI by your effective date.

Questions?

Contact: facilityenrolment@hcaiinfo.ca

Visit: www.hcaiinfo.ca