

# The Paperless Drug Card Initiative



User Guide for Processing Physiotherapy Service Encounters for Social Assistance Clients

## **What is the Paperless Drug Card Initiative?**

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## What is the Paperless Drug Card Initiative?

The Ministry of Community and Social Services (MCSS) is improving service delivery to social assistance clients by enabling them to use their Ontario health card, instead of a monthly paper drug card, to access drug coverage under the Ontario Drug Benefit (ODB) program.

As part of social assistance service delivery modernization, the Paperless Drug Card Initiative is one component of MCSS's efforts to move toward a substantially paperless environment.

This change will apply to all clients of:

- Ontario Disability Support Program (ODSP) – including Assistance for Children with Severe Disabilities (ACSD)
- the Ontario Works Program (OW) – including Temporary Care Assistance (TCA)

**Note:** this includes First Nations clients who receive benefits from ODSP and M'Chigeeng First Nation.

There is no change for clients served by First Nations Ontario Works Administrators who do not use the Social Assistance Management System (SAMS). These clients will continue to receive monthly paper drug eligibility cards until further notice.

People who are in receipt of benefits under one of the above programs have also used the paper drug card to access physiotherapy services. The eligibility criteria for providing these services has not changed.

**As of December 1, 2016**, social assistance clients will no longer receive a monthly paper drug eligibility card. In instances where social assistance clients are not eligible for an Ontario health card, they will continue to receive a paper drug card to access health benefit coverage.

Publicly-funded community based physiotherapy clinics ("service providers") will require an alternate method for confirming social assistance eligibility when providing service.

**Note:** To support transition to the new approach, service providers can accept paper drug eligibility cards issued in November 2016 as proof of social assistance eligibility during the month of December.

Questions specific to the Paperless Drug Card Initiative, should be e-mailed to MCSS at [SASM-Q&A@ontario.ca](mailto:SASM-Q&A@ontario.ca).

## What will change for service providers on December 1, 2016?

In the absence of the paper drug card, service providers will use alternate ways of validating a social assistance clients' eligibility for physiotherapy service. Social assistance clients may present different forms of proof of eligibility, including:

- a social assistance Statement of Assistance for the month in question
- a monthly paper drug card

Where a social assistance client does not present one of the above forms of proof of eligibility, service providers may **call the Social Assistance Verification (SAV) Helpline, toll-free at 1-888-284-3928 between 7:00 a.m. and 7:00 p.m., Monday to Friday (excluding statutory holidays)**.

In some circumstances, the client can obtain a Letter of Eligibility from their caseworker

**Note:** There is **no change** to the way that eligibility for physiotherapy service is determined: a person who is eligible at the time of assessment is eligible to complete their Episode of Care regardless of changes in their social assistance eligibility

## Instructions

Clients may present the following alternative forms of proof of eligibility to receive service:

### 1. Statement of Assistance

All clients receive a monthly Statement of Assistance which can be used to verify eligibility for the month in question. As spouses and dependents are not listed on the Statement of Assistance, eligibility for these benefit unit members can be verified by calling the SAV Helpline.

### 2. Paper Drug Card

The current process can be followed when a client presents a paper drug card. The following clients will continue to receive a paper drug card:

- Social assistance clients, who are not eligible for an Ontario health card, and
- Clients served by First Nations Ontario Works Administrators who do not use the Social Assistance Management System (SAMS)

### **3. Social Assistance Verification Helpline**

If a person does not present another proof of eligibility, service providers should call the SAV Helpline.

The SAV Helpline is an in-bound call centre service that is administered provincially. The SAV Helpline is staffed by live agents who have access to social assistance case-related details and can confirm a client's eligibility status for authorized callers.

The SAV Helpline will provide the service provider with a confirmation number upon completion of the call.

The hours of operation for the SAV Helpline are **between 7:00 a.m. and 7:00 p.m., Monday to Friday (excluding statutory holidays).**

\*The hours of operation are based on the availability of the social assistance technology. The social assistance technology may also be periodically unavailable for a limited time, during business hours, for maintenance. Notices will be broadcast via the SAV Helpline.

#### **Identifying Yourself**

When calling the SAV Helpline during business hours, service providers must verify their identity by providing the following information:

- Name of the publicly-funded community-based physiotherapy clinic
- Eight (8)-digit Interactive Voice Response Personal Identification Number (IVR PIN) assigned by the Ministry of Health and Long-Term Care (MOHLTC) at the time the physiotherapy clinic received their clinic provider number enabling the clinic to report through Medical Claims - Electronic Data Transmission (MC EDT).

Callers must positively identify themselves by correctly providing their eight-digit IVR PIN.

**Note:** Service providers who have forgotten their IVR PIN or do not have an IVR PIN should contact the Service Support Contact Centre helpdesk at 1-800 262-6524 or by email at [SSContactCentre.MOH@ontario.ca](mailto:SSContactCentre.MOH@ontario.ca)

#### **Information Required by the SAV Helpline**

Once a caller is positively identified and validated by the SAV Helpline, a live agent will request the following information which is then used to search for a client in the Social Assistance Management System (SAMS):

- Client's Member ID (if provided by client);
- Client's first and last name, and
- Client's birth date

Generally, only the client's first and last name and date of birth are required. Occasionally, the SAV Helpline agent may require the client's address to assist in distinguishing between multiple clients who have the same name and date of birth.

### If Eligibility Cannot be Confirmed by the SAV Helpline

If the SAV Helpline is unable to provide the caller with confirmation of a client's eligibility, the caller should:

- Advise the client that his/her eligibility was not confirmed for the period of time in question, and
- Advise the client to contact his/her local office to resolve
  - In some circumstances, the client can obtain a Letter of Eligibility from their caseworker

### Submitting Claims

There is no change to the way service encounter codes for publicly funded community based physiotherapy services provided to social assistance clients who have a valid Ontario health card are to be submitted through the MC EDT. Service encounter codes will be submitted in the usual manner using the appropriate service encounter code.

As per the current process, for a physiotherapy clinic, service encounter codes must be submitted within two months of the service date.

#### **Billing codes for Physiotherapy Services in Publicly Funded Community Physiotherapy Clinics:**

V845A – Clinic visit – Congregate setting - ODSP/OW recipient  
V849A – Clinic visit – ODSP/OW recipient  
V842A – Clinic visit – Discharge  
V850A – Clinic visit – Self-Discharge

### Documentation/Audit Requirements

MOHLTC may request that service providers provide proof that the social assistance client's eligibility for coverage was established if a service encounter is rejected with the error message "EPS – Patient Not Eligible for Program" through the MC EDT and for audit purposes.

If a physiotherapy clinic submits a service encounter code through the MC EDT and it is rejected with the EPS error code, they should record details of the service encounter (including date of service, health number, client/patient first name, last name, and the proof of eligibility). At the end of each fiscal year, physiotherapy clinics will report the total number of EPS rejected ODSP/OW clients treated on their year-end settlement report.

## **1. Statement of Assistance, Paper Drug Card, Letter of Eligibility**

Service providers should retain any physical proof of eligibility that a client provides, as per the current process for use of the paper drug card, and provide to MOHLTC, if requested.

## **2. Social Assistance Verification Helpline**

Where the social assistance client's eligibility for coverage was established through the SAV Helpline, service providers should record the following information on the client/patient's file (or the service provider's database) and provide to MOHLTC, if requested:

- The first and last name of the person who made the call to the SAV Helpline
- The date and time of the call
- Client/Patient first and last name
- Health Number (obtained from patient file)
- Date of Service (First date of service under an Episode of Care)
- Type of Coverage Confirmed (i.e. social assistance program)
- Dates of Coverage Confirmed
- Confirmation number provided by the SAV Helpline

### **Example:**

For Jane Jones (client/patient), John Smith (physiotherapist) called SAV Helpline on January 14, 2017 at 10:35 a.m. and confirmed that client/patient was eligible for ODSP in the month of January 2017. Conf # 12345.