



**Ministry of Health**

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## **Assistive Devices Program**

### Technical Specification for Electronic Invoice Submissions

Effective Date: February 19, 2020

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# Overview

The purpose of this document is to outline the requirement of Assistive Devices Program (ADP) registered vendors, to submit invoices electronically to the Ministry, through GO SECURE and MC-EDT secure channels that have been already used for Vendor Remittance Advice report. ADP Vendors will need to update their processes and systems to assure compliance with the new electronic invoice submission process.

The key changes to prepare for are:

Effective February 19, 2020 electronic invoices must be submitted via Go Secure/ MC-EDT channel. When problems arise in the uploading of invoice files, an error report will be sent to ADP Vendors that can be downloaded on the MC-EDT web site (same as the Vendor Remittance Advice report today).

In **Section 2** you will find what has changed and what has not changed in the existing electronic invoice submission process.

Technical specifications including uploading rules for *Electronic Invoice Submissions* are provided in **Section 3**.

**Electronic invoice** files submitted, must be comma separated values with a “.txt” extension as already started on June 6, 2011.

Electronic invoice submission is acceptable for the following 15 device categories:

1. *Communication Aids*
2. *Insulin Pumps & Supplies (Adult)*
3. *Insulin Pumps & Supplies (Child)*
4. *Hearing Devices*
5. *Limb Prosthesis*
6. *Mobility Devices*
7. *Maxillofacial Extraoral*
8. *Maxillofacial Intraoral*
9. *Ocular Prosthesis*
10. *Orthotic Devices*
11. *Home Oxygen – First Time Application Form*
12. *Home Oxygen – Renewal Application Form*
13. *Pressure Modification*
14. *Respiratory Devices*
15. *Visual Aids*

# 1. Electronic Invoice Submission

## 1.1 Process Outline

The purpose of this section is to outline the requirement of Assistive Devices Program (ADP) registered vendors, who are already submitting invoices electronically by email, to update their processes and systems to assure compliance with the new business process.

The key changes to prepare for are:

Electronic invoices must be submitted on line through GOSecure/MC-EDT channel to a dedicated MC-EDT web address as shown below.

**Step 1:** Login to GoSecure (<https://www.edt.health.gov.on.ca>).

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Environment: gdc

**GO SECURE**

Providing secure online resources for individuals within the Ontario Government and the Broader Public Sector.

[GO Secure Profile](#)  
See your profile, change your password or security questions

GO Secure ID :

Password :

Or, if you have a PKI certificate:

[Forgot your ID or password?](#)

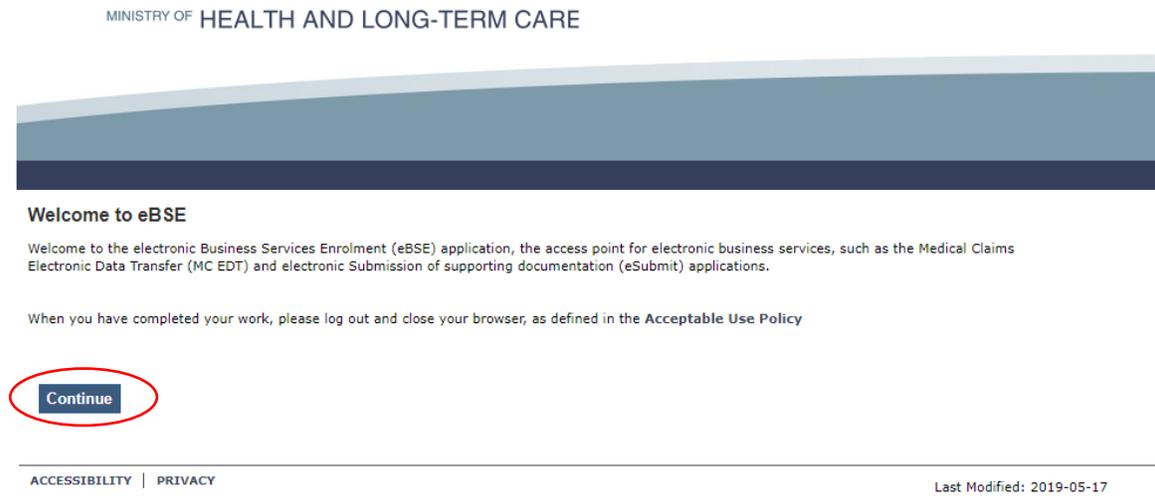
[Don't have a GO Secure account? Register Now.](#)

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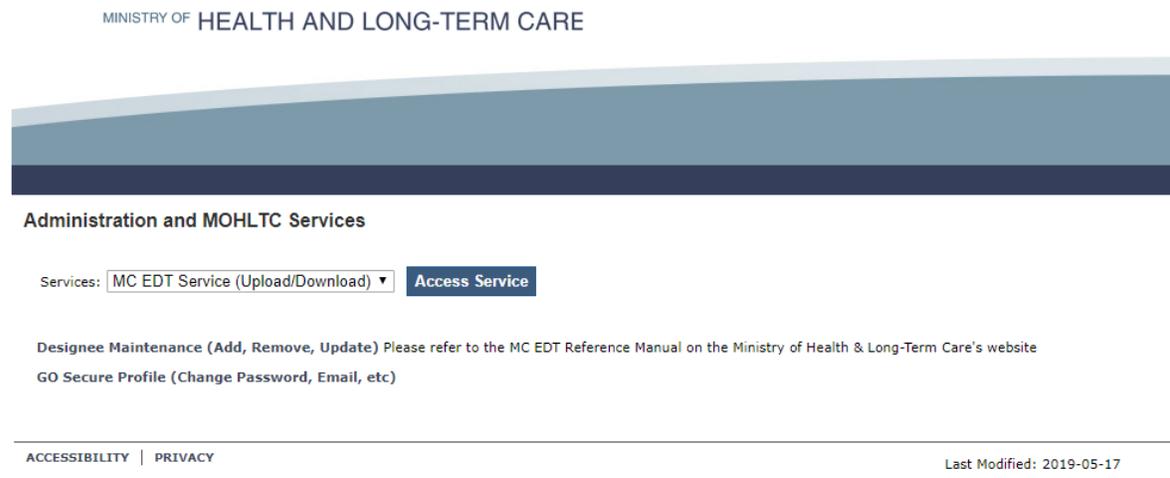
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User clicks “Continue” to access Administration and MOHLTC Services page.



**Step 2:** User selects MC EDT Service from Administration and MOHLTC Services menu.



**Step 3:** User selects upload link.



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**Step 4:** Select upload button with the File Type ADP Vendor Electronic Invoice (TXT) to initiate invoice upload process.



### File Upload

Select a MOH ID :

Select file to upload :  Test eInvoic...e Upload.txt

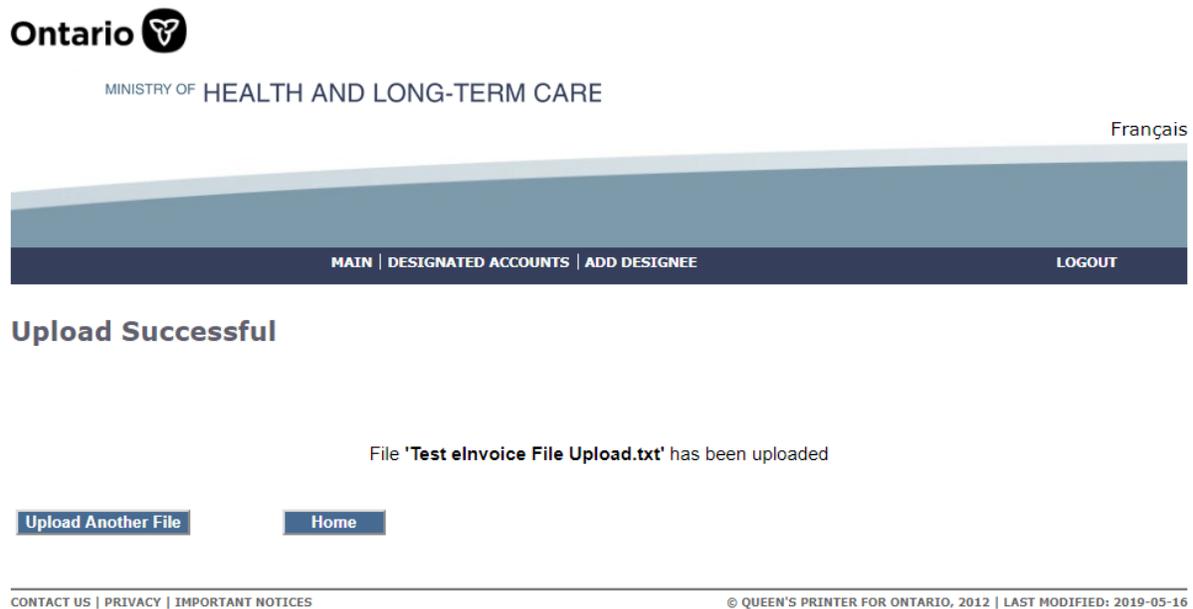
Select file type :

\* - Mandatory Fields

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User will receive the confirmation message when the file is successfully uploaded.



When eInvoice file is successfully uploaded, eSubmission Status Report will be generated and, you can download the report that will be available within three (3) business days from the MC-EDT web site to review the e-invoice file submissions.

## 1.2 eInvoice Submission Report

The e-Invoice Submission Report will be issued in PDF format only and will be available for your review regardless the submission was successful or failed. In case of failure error messages will be provided for your review and corrections.

**Step 1: Login to GoSecure** (<https://www.edt.health.gov.on.ca>)

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Environment: gdc

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[GO Secure Profile](#)  
See your profile, change your password or security questions

GO Secure ID :

Password :

Or, if you have a PKI certificate:

[Forgot your ID or password?](#)

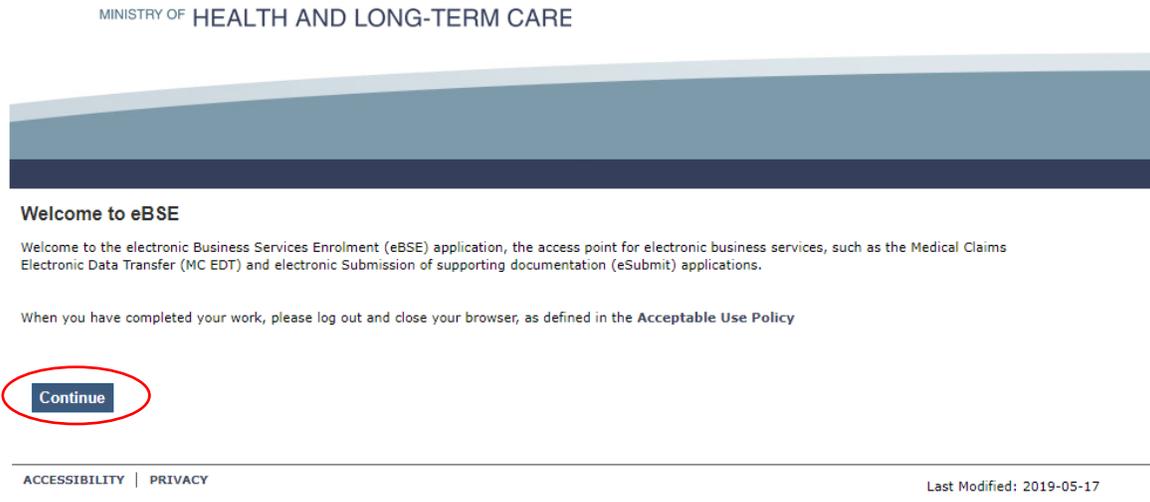
[Don't have a GO Secure account? Register Now.](#)

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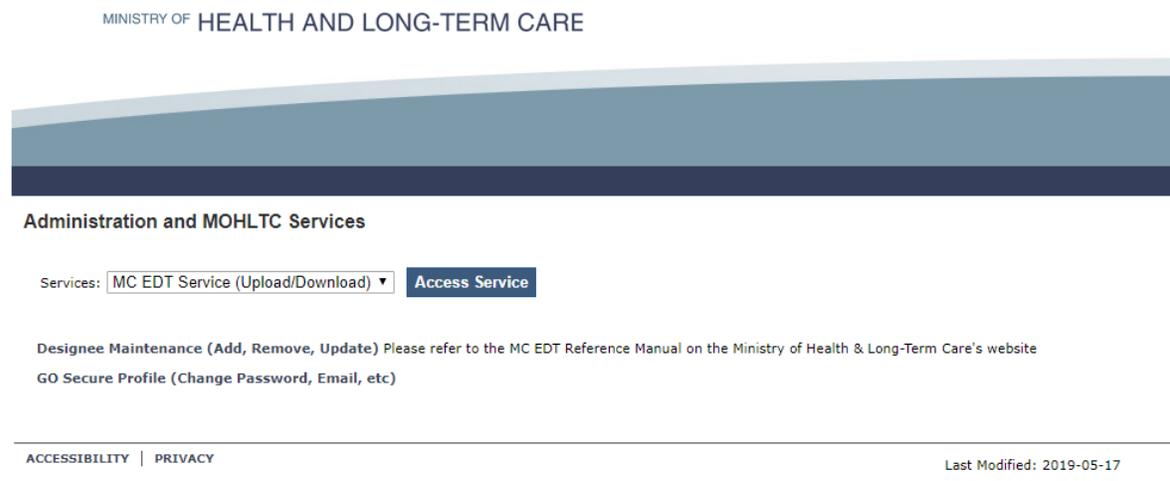
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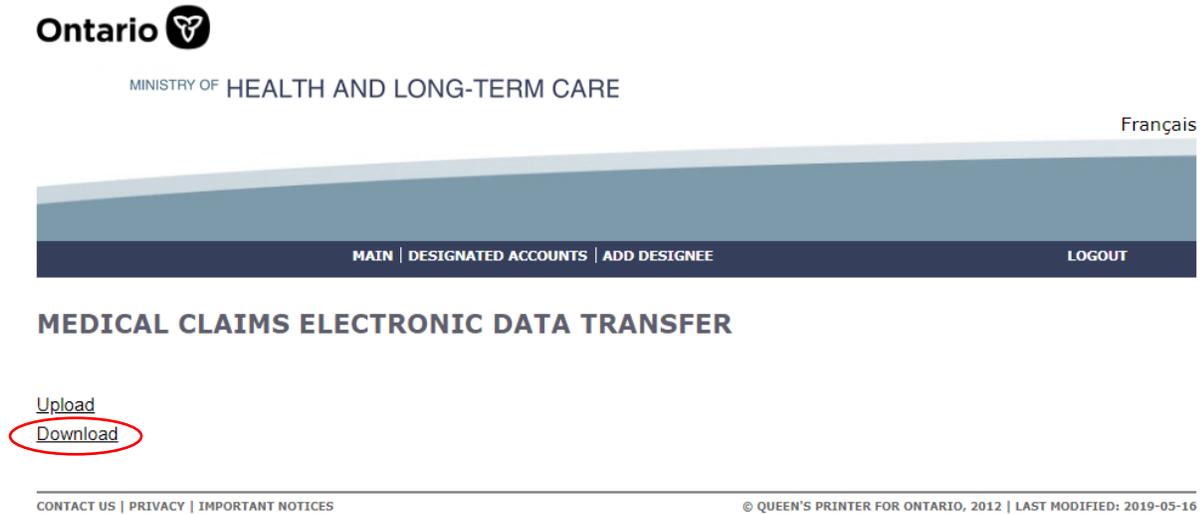
User clicks “Continue” to access Administration and MOHLTC Services page.



**Step 2:** User selects “MC EDT Service (Upload/Download)” from Administration and MOHLTC Services menu



**Step 3: User Selects “Download” link**



**Step 4: User selects “Download” links with the File Type VSP to initiate e-Submission Status Report download process.**



**Available Reports**

1 / 1 First Previous Next Last

**List of Reports/Files for MOH ID 106022**

File Type	Subject	File Name	Date	Status	Download
VSP	ADP Vendor Electronic Submission Report (PDF)	106022-ADPeSubReport-14Nov2019.pdf	2019-11-14	Available	<a href="#">Download</a>
VSP	ADP Vendor Electronic Submission Report (PDF)	106022-ADPeSubReport-6Nov2019.pdf	2019-11-06	Downloaded	<a href="#">Download</a>
VSP	ADP Vendor Electronic Submission Report (PDF)	106022-ADPeSubReport-6Nov2019.pdf	2019-11-06	Downloaded	<a href="#">Download</a>

When an individual status report is downloaded the status changes from “Available” to “Downloaded”.



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### Available Reports

1 / 1 First Previous Next Last

List of Reports/Files for MOH ID 106022

File Type	Subject	File Name	Date	Status	Download
VSP	ADP Vendor Electronic Submission Report (PDF)	106022-ADPeSubReport-14Nov2019.pdf	2019-11-14	Downloaded	<a href="#">Download</a>
VSP	ADP Vendor Electronic Submission Report (PDF)	106022-ADPeSubReport-6Nov2019.pdf	2019-11-06	Downloaded	<a href="#">Download</a>
VSP	ADP Vendor Electronic Submission Report (PDF)	106022-ADPeSubReport-6Nov2019.pdf	2019-11-06	Downloaded	<a href="#">Download</a>

*Note:* e-Submission Status Report includes status on all e- invoice submissions by the ADP Vendor that haven't yet been reported.

## 1.3 eInvoice Submission Report Sample

### *E-Invoice Submission Report*

Vendor/Head Office Number:	1013245
Vendor/Head Office Name:	ABC TEST VENDOR.INC
File Name:	1013245_2010-11-15.txt
Upload Date:	2010/11/12
Upload Status:	<b>Failed to Upload</b>
Number of Records Uploaded:	0
Total Amount Uploaded:	\$0.00

### *Vendors Found Within e-Invoice File*

Vendor Num	Vendor Name

### *File Upload Errors*

Error Code	Error

### *Line Errors (only first 100 errors displayed)*

Line Number	Error Code	Error
1	5	Missing or incorrect format of ADP Claim Number
2	5	Missing or incorrect format of ADP Claim Number
3	5	Missing or incorrect format of ADP Claim Number
4	5	Missing or incorrect format of ADP Claim Number
5	5	Missing or incorrect format of ADP Claim Number
6	5	Missing or incorrect format of ADP Claim Number

## 2. What has changed vs. what hasn't changed

In **Section 2** you will find a summary of what has changed and what has not changed in the existing submission process, including the new submission file process.

Invoices that are on hold and require a correction can be resubmitted electronically. A summary of the rules associated with invoice resubmission is also provided in **Section 2**.

Electronic invoice submission files submitted, started on June 6, 2011, must be comma separated values with a ".txt" extension and must contain a specified set of data. Technical specifications including file uploading rules are provided in **Section 2**. Format testing procedures are not required in the new submission process.

### 2.1 What's new in the process

#### On line e-Invoice Submission

Vendors must submit all electronic invoice files to **the web address** assigned instead of email address currently used. All associated rules with the email invoice submission (email subject naming convention, email file attachment rules, etc.) are non-applicable. Format testing procedure is not mandatory for e-Invoice Submission as there is no e-Invoice file format changes.

- When eInvoice file submission is processed both, errors/success will be reported in E-Submission Status Report that will be available for download from EDT web site within three (3) business days.

### 2.2 What has not changed in the process

To submit invoices electronically, ADP vendors must be registered in advance and have received a Letter of Understanding from the program. Please contact the ADP vendor registration clerk for more information.

All general electronic invoice submission policies and processes, as agreed to under the MRI program, will continue to apply.

Vendor must submit one invoice file (.txt) for each vendor registration number. Head Office can submit invoice file (.txt) for multiple vendors under its umbrella.

Vendor invoice files will be processed on a first come, first serve basis.

The invoice file upload and verification process will be automated.

Invoice File Naming Convention, Invoice File Format & Content Rules, Invoice File Layout, Formatting Rules and Error Messages, eInvoice Error Report Layout do not change with the new submission process.

Vendors are expected to maintain submitted files in the event a submission cannot be accessed. Submitted files should be retained until the associated payments have been reconciled.

ADP program will load invoice files into the system at the end of the day.

The system will validate file upload format (see an outline of invoice file format rules provided below)

Then, if successfully uploaded, invoicing rules will be applied, and the vendor will receive confirmation of the invoices processed in the next vendor invoice status report published.

If the system cannot read any portion of the file submitted because of a formatting error, the entire file will be rejected, and an error report will be provided to the vendor within the next three (3) business days.

### **Invoice File Naming Convention**

The invoice text file attachment must be submitted as follows:

<Vendor Registration #\_last date of invoice in the file formatted as YYYY-MM-DD>.txt

**Sample: 9999999\_2011-06-18.txt**

### **Invoice File Format & Content Rules**

To be successfully uploaded into the system, the file format must conform to the specifications provided in *Section 3.5* below. Note the key points:

- Must be in Comma Separated Values with file extension “.txt”
- Only last four digits of Health Number are allowed
- Additional Device Placement field (mandatory only for some device categories)

## Invoice File Upload Rejection Because of Formatting Error

If the invoice file fails to load because of a formatting error, the system will not process any invoices contained in the file, and an upload error report will be generated and sent back through MC-EDT to the vendor for download.

Note: Line Numbers (individual invoice data sets) within the file format are counted at the point of upload and are used to help identify where an error has occurred in the error report.

The upload report will specify the formatting errors, as shown in the following sample:

### E-Invoice Submission Report

Vendor/Head Office Number:	9999999
Vendor/Head Office Name:	ABCXYZ VENDOR
File Name:	9999999_2011-06-18.txt
Upload Date:	2016/06/17
Upload Status:	<b>Failed to upload</b>
Number of Records Uploaded:	0
Total Amount Uploaded:	\$0.00

### Vendors Found Within e-Invoice File

Vendor Number	Vendor Name

### File Upload Errors

Error	Error Description

### Line Errors (only first 100 errors displayed)

Line Number	Error	Error Description
1	13	Invalid Device Placement
5	14	Incorrect format of Serial Number
8	17	Missing or incorrect format of ADP Portion
9	5	Missing or incorrect format of ADP Claim Number
10	18	Missing or incorrect format of Client Portion
11	12	Missing or incorrect format of ADP Device Code
12	6	Missing or incorrect format of Client Health Number
13	7	Missing or incorrect format of Vendor Invoice Number
14	19	Invalid Social Assistance Program Code
15	15	Missing or incorrect format of Quantity
16	16	Missing or incorrect format of Unit Price
17	4	Missing or invalid ADP Vendor Number
18	17	Missing or incorrect format of ADP Portion
19	5	Missing or incorrect format of ADP Claim Number
20	18	Missing or incorrect format of Client Portion
21	12	Missing or incorrect format of ADP Device Code
22	6	Missing or incorrect format of Client Health Number
23	8	Missing or incorrect format of Invoice Date
24	7	Missing or incorrect format of Vendor Invoice Number
25	15	Missing or incorrect format of Quantity
26	16	Missing or incorrect format of Unit Price
27	4	Missing or invalid ADP Vendor Number

## Invoice File Processing – Last Four Digits of Health Number Only

Effective June 6, 2011, electronic invoice submissions cannot contain complete client Health Numbers. Only the **last four digits of the Health Number are accepted**. See **Section 3.5** for detailed Health Number format specifications and rules.

## Invoice File Processing

Effective June 6, 2011, ADP registered vendors can submit corrections to invoices on hold through the same electronic process.

Invoice corrections can be combined with new invoice submissions.

The same invoice number must be used in the resubmission that was used in the original submission.

Resubmissions are only accepted for invoices that are on hold.

This new system feature is supported through the following invoice processing steps:

Step 1: The system successfully reads all records in the file.

Step 2: The system groups all records into one invoice based on the unique combination of:

- ADP Vendor Number
- ADP Claim Number
- Vendor Invoice Number

Step 3: For each invoice in the file, the system searches for a matching record in the ADP System based on the unique combination of the following criteria:

- ADP Vendor Number
- ADP Claim Number
- Vendor Invoice Number

Step 4: The System processes invoices accordingly:

- If the matching invoice is not found, a new invoice record is created.
- If the matching invoice is found and has status “On Hold”, the system will replace the “On Hold” invoice record with the new invoice record.
- If the matching invoice is found and has a status other than “On Hold” (e.g. Actioned, Paid, Deleted), the system will ignore the new invoice record.

## 3. Electronic Invoice Format Specifications

### 3.1 File Layout

The invoice file format must be comma-delimited. The file must have the extension “.txt”.

Each invoice record must contain all the following 16 data fields separated by a comma.

Each of the 16 separating commas is required for each record to be considered valid.

#	Name	Format	Associated Rules and Allowed Values
1	ADP Vendor Number	Mandatory, numeric up to 7 digits long	Must be a valid ADP Vendor Number
2	ADP Claim Number	Mandatory, alphanumeric, up to 20 characters long	
3	Client Health Number	Mandatory, alphanumeric exactly 4 characters long	Leading zeros must be preserved if present
4	Vendor Invoice Number	Mandatory, alphanumeric up to 30 characters long	
5	Invoice Date	Mandatory, date formatted DDMMYYYY	No spaces or blanks of any special characters allowed
6	Delivery Date	Optional, date formatted DDMMYYYY	No spaces or blanks of any special characters allowed
7	Service Start Date	Optional, date formatted DDMMYYYY	No spaces or blanks of any special characters allowed
8	Service End Date	Optional, date formatted DDMMYYYY	No spaces or blanks of any special characters allowed
9	ADP Device Code	Mandatory, alphanumeric, up to 10 characters long	
10	Serial Number	Optional, alphanumeric, up to 30 characters long	
11	Device Placement	Optional, alphanumeric up to 3 characters long	Must be one of allowed values: <ul style="list-style-type: none"> <li>• “L”</li> <li>• “R”</li> <li>• “NA”</li> <li>• Blank</li> </ul>
12	Quantity	Mandatory, integer up to 6 digits long	Must be a positive integer
13	Unit Price	Mandatory, numeric, formatted as currency 0.00, must be between -1,000,000,000.00 and -1,000,000,000.00. If the Unit Price provided in integer format, the system accepts it and converts to currency format. For example, 100 will be 100.00	No spaces or blanks of any special characters allowed.

ADP Technical Specifications for Electronic Invoice Submissions  
Effective Date: February 19, 2020

14	ADP Portion	<p>Mandatory, numeric, formatted as currency 0.00, must be between -1,000,000,000.00 and -1,000,000,000.00</p> <p>If ADP Portion provided in integer format, the system accepts it and converts to currency format.</p> <p>For example, 100 will be 100.00</p>	No spaces or blanks of any special characters allowed
15	Client Portion	<p>mandatory, numeric, formatted as currency 0.00, must be between -1,000,000,000.00 and -1,000,000,000.00</p> <p>If Client Portion provided in integer format, the system accepts it and converts to currency format.</p> <p>For example, 100 will be 100.00</p>	No spaces or blanks of any special characters allowed
16	Social Assistance Program Code	Optional, alphanumeric up to 3 characters long	<p>Must be one of allowed values:</p> <ul style="list-style-type: none"> <li>• OWP</li> <li>• ODS</li> <li>• ACS</li> <li>• CCA</li> <li>• LTC</li> <li>• SEN</li> <li>• REG</li> </ul>

### 3.2 Sample Data

Sample files are available on request (ADP contact information provided on cover page).

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ADP Vendor Number	ADP Claim Number	Client Health Number	Vendor Invoice Number	Invoice Date	Delivery Date	Service Start Date	Service End Date	ADP Device Code	Serial Number	Device Placement	Quantity	Unit Price	ADP Portion	Client Portion	Social Assistance Program Code
999999	9999999	0681	1000	06042010	06042010			DHBBT0001	78779A	L	1	700	500	200	OWP
999999	9999999	0681	1001	06042010	06042010			DHZDL0001	882887	N/A	1	1450	1350	100	OWP
999999	9999999	0681	1002	06042010	06042010			DHBBT0003	78779B	L	1	700	500	200	OWP

### 3.3 Formatting Rules and Error Messages

With each upload attempt, the system reads and validates the format of each record. If the data element is not aligned with the formatting requirement (type, size, and valid options), the system produces the appropriate error message.

#	Data Element	Error
1	ADP Vendor Number (mandatory, numeric up to 7 digits long, must be a valid ADP Vendor Number)	<i>Error 4: Missing or invalid ADP Vendor Number</i>
2	ADP Claim Number (mandatory, alphanumeric up to 20 digits long)	<i>Error 5: Missing or incorrect format of ADP Claim Number</i>
3	Last 4 digits of Client Health Number (mandatory, alphanumeric, exactly 4 digits long)	<i>Error 6: Missing or incorrect format of Client Health Number.</i>
4	Vendor Invoice Number (mandatory, alphanumeric up to 30 characters)	<i>Error 7: Missing or incorrect format of Vendor Invoice Number</i>
5	Invoice Date (mandatory, date formatted DDMMYYYY)	<i>Error 8: Missing or incorrect format of Invoice Date</i>
6	Delivery Date (optional, date formatted DDMMYYYY)	<i>Error 9: Incorrect format of Delivery Date</i>
7	Service Start Date (optional, date formatted DDMMYYYY)	<i>Error 10: Incorrect format of Service Start Date</i>
8	Service End Date (optional, date formatted DDMMYYYY)	<i>Error 11: Incorrect format of Service End Date</i>
9	ADP Device Code (mandatory, alphanumeric, up to 10 characters long)	<i>Error 12: Missing or incorrect format of ADP Device Code</i>
10	Serial Number (optional, alphanumeric up to 30 characters long)	<i>Error 14: Incorrect format of Serial Number</i>
11	Device Placement (optional, alphanumeric, allowed values "L", "R", "NA" or blank)	<i>Error 13: Invalid Device Placement</i>
12	Quantity (mandatory, integer)	<i>Error 15: Missing or incorrect format of Quantity</i>
13	Unit Price (mandatory, numeric, formatted as currency 0.00)	<i>Error 16: Missing or incorrect format of Unit Price</i>
14	ADP Portion (mandatory, numeric, formatted as currency 0.00)	<i>Error 17: Missing or incorrect format of ADP Portion</i>
15	Client Portion (mandatory, numeric, formatted as currency 0.00)	<i>Error 18: Missing or incorrect format of Client Portion</i>
16	Social Assistance Program Code (optional, alphanumeric up to 3 characters long, allowed values "OWP", "ODS", "ACS", "CCA", "SEN", "LTC" or "REG")	<i>Error 19: Invalid Social Assistance Program Code</i>

## 4. EDT Portal Warnings and Error Messages

### 4.1 Session Time-Out/Warning

The following warning message will be displayed due to lack of activity:

**Warning Message:**

**Due to lack of activity your electronic Business Services Enrolment (eBSE) login will expire in 0:41 minutes**  
**Please make a selection**

Reminder: Please log out of your session when not in use.

User can decide to remain logged in or to exit the session. When session is ended the user has an option to re-enter the EDT web page.



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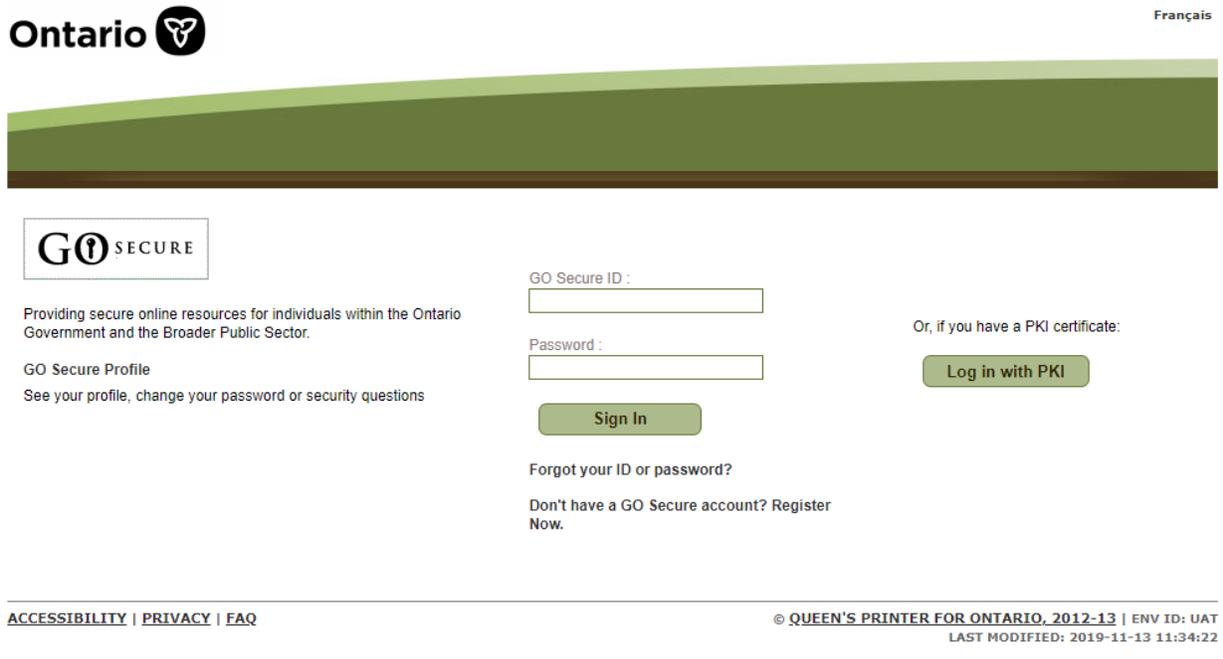


Your session has ended. Please click below to re-establish your session, or close your browser.

[Re-enter Application](#)

Reminder: Please log out of your session when not in use.

When a user decides to re-enter the application, the following screen is displayed.



## 4.2 EDT Portal Error Messages

### 4.2.1. Invalid File Extension

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MAIN | DESIGNATED ACCOUNTS | ADD DESIGNNEE LOGOUT

### File Upload

**File Upload Unsuccessful**  
The filename extension of the file to be uploaded is not valid for the provided resource type

Select a MOH ID : \*

Select file to upload : \*  No file chosen

Select file type : \*

\* - Mandatory Fields

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### 4.2.2. File Type is not selected

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### File Upload

**File Upload Unsuccessful**  
File type must be selected

Select a MOH ID : \*

Select file to upload : \*  No file chosen

Select file type : \*

\* - Mandatory Fields

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### 4.2.3. File Must Be Selected

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#### File Upload

**File Upload Unsuccessful**  
A File must be selected

Select a MOH ID :

Select file to upload :  No file chosen

Select file type :

\* - Mandatory Fields

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### 4.2.4 File Name Must be less than 50 characters

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MAIN | DESIGNATED ACCOUNTS | ADD DESIGNEE LOGOUT

#### File Upload

**File Upload Unsuccessful**  
File name must be less than 50 characters.

Select a MOH ID :

Select file to upload :  No file chosen

Select file type :

\* - Mandatory Fields

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## 4.3 Log Out



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Your session has ended. Please click below to re-establish your session, or close your browser.

[Sign into GO Secure](#)

Reminder: Please log out of your session when not in use.

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