MC EDT Registration
Best Practices

Ministry of Health and Long-Term Care

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Ontario

MC EDT Registration Best Practices

Please read these tips before you begin your registration.

- Your billing number is being registered and verified through the on-line GO Secure and MCEDT process. This security measure is why the ministry requires physicians to complete the on-line registration themselves.

  Make sure you keep a record of your GO Secure ID, password and security questions & answers.

- If you decide to delegate your GO Secure registration and MCEDT enrolment to a staff member or a vendor, note that you are still responsible for the account. The account belongs to you. You must make sure you receive the following account information from the person who registered you:

  - Email address used to register you in GO Secure;
  - GO Secure password created for you;
  - Security questions and answers used to create your GO Secure account.

  Retain this account information in case there is ever a circumstance that requires you to access your account.

- Your GO Secure ID is your email address.

- GO Secure will not accept the same email address twice. If you are registering multiple groups for example, you will need a different email address for each group billing number being registered.

- If you encounter a problem when creating your GO Secure account, don't try and register again. Don't try and register with another email address. Call the Service Support Contact Centre at 1800 262-6524 or review the information posted for your assistance on this website:

  http://www.health.gov.on.ca/en/pro/publications/ohip/mcedt_mn.aspx

- Key the link https://www.edt.health.gov.on.ca directly into the address field of your Internet browser to always arrive at the correct session for your GO Secure account. Don't save the link as a favourite or bookmark unless you follow the instructions to do so at: http://www.health.gov.on.ca/en/pro/publications/ohip/mcedt_mn.aspx

  Scroll down to locate MCEDT Browser Bookmark Instructions

- If you need to change your email address, your security questions & answers, or your password, select the User Profile function at the MCEDT MOHLTC Administrative Services screen.

- Your password will expire every 120 days. A password expiry email will be sent to each email address registered with GO Secure.

- You can choose to designate a staff member or a third party such as a billing agent to upload claims and download reports for you, once you are successfully registered with GO Secure and enrolled in the MC EDT service.

  Designating a third party means that person doesn't need to access your GO Secure account, they will create their own GO Secure account through the designation process. Here is the link for designation instructions:

  http://www.health.gov.on.ca/en/pro/publications/ohip/docs/mcedt_designee_maint_summary_en.pdf