

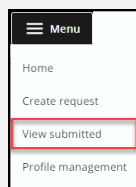
How to Provide Additional Information Requested by the EAP


In response to a request for additional information by the EAP, for a submitted request, prescribers, their delegates and designates* can provide additional information in support of a submission, online via SADIE.






*Note: Designates can prepare additional information for prescribers and delegates to submit, for requests associated with locations for which they have been provided access

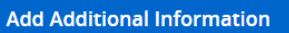
This guide contains the main steps for providing additional information. For more details, see the [SADIE User Guide](#), Chapter 16. Videos and other supports can be found at www.Ontario.ca/SADIE under 'Training Aids'.

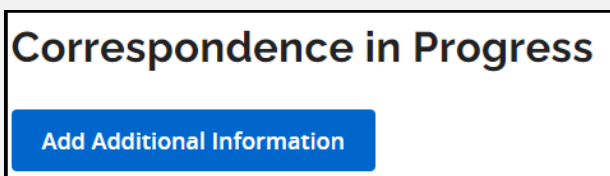
1. Select the **Menu** button and then click on **View submitted**, found in the header at the top of all SADIE pages.



2. Select the **View** {  } button for the request with a 'Further Information Required' decision in the **Submitted Requests With Ministry Decision** list.

Submitted Requests with Ministry Decision for DR. FRED LEE							
Filter requests in this list							
Start typing to filter results							
All King Street Clinic Hospital Clinic							
Decision Date	Decision	Patient Name	Patient Preferred Name	Drug	Indication	Submitted Date	Actions
2022-11-17	Further Informati...	OETKER, SHAY		Dalteparin	Venous Thrombo...	2022-11-17	
2022-11-17	Not Approved	FULCHER, LINDA		Baclofen (intrath...	Spasticity	2022-11-17	
2022-08-09	Approved	VIJAS, LINDA		Dalteparin	Venous Thrombo...	2022-08-09	
2022-07-29	Approved	Bond, James		dalteparin sodium	Venous Thrombo...	2022-07-29	
2022-07-29	Approved	Johnson, Jane		dalteparin sodium	Venous Thrombo...	2022-07-29	

3. Select the **Add Additional Information** {  } button in the **Correspondence in Progress** section.



The **Additional Information Submission Details Summary** tab displays.

Additional Information Submission Details

Request Number: 00612170-01

Patient Name: OETKER, SHAY



Patient Preferred Name:

Request Type: Additional Information

Drug: Dalteparin

Indication: Venous Thromboembolism (VTE) Prophylaxis Post-Surgery

Correspondence Exchanged With the Ministry

Date	Document Type	Decision	Actions
2022-11-17	Response Letter	Further Information Required	
2022-11-17	Initial Request		

Submitting Prescriber Details

Name: Dr. FRED LEE

Registration College: CPSO

Registration #: 147899

Submitting Prescriber Practice Location

Practice Name: King Street Clinic

Address: 459 KING STREET, Suite 200, Toronto, Ontario, M9P6P6



Primary Phone #: (416) 555-5555 Ext. 1234


Primary Fax #: (416) 829-2121

Prescriber Email Address:

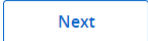
[Change or update practice location](#)

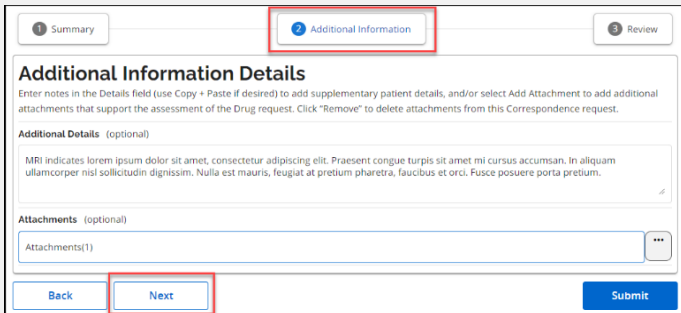
confirm that the details of the selected practice location are correct (required)

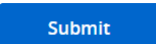
4. Confirm practice location details and then click the **Next** {  } button.

The system displays the **Additional Information** tab.


5. Type additional information details or paste from another document and / or add attachment(s), then click the **Next** {  } button.



The system displays the **Review** tab.

6. Review the information, and to continue click the **Submit** {  } button.

The **Submitting Terms and Conditions** display.

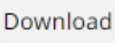
7. If in agreement, click the **Accept** {  } button. The Additional Information request has been submitted to the EAP.

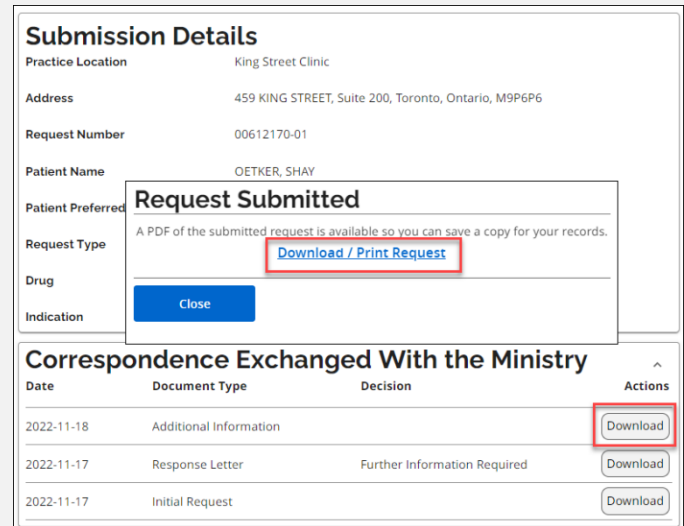
The system displays the **Submission Details** screen, and the request returns to the **Submitted Request Awaiting Ministry Decision** list.




Note: It can take 1 - 2 minutes for the submitted request to appear in the list.

Note that Designates click a **Send to Prescriber** {  } button.

When a designate sends an additional information request to a prescriber, it displays on the **Home** screen in the **Requests Ready to Submit** list.

8. Select the **Download / Print Request** link or the **Download** {  } button to view and/or download a copy of the submitted additional information.



Date	Document Type	Decision	Actions
2022-11-18	Additional Information		
2022-11-17	Response Letter	Further Information Required	
2022-11-17	Initial Request		

A copy of the submitted additional information is also available to view/download at any time from the **View Submitted Requests** screen, by selecting the **Menu** button and then **View submitted**.



Looking for more Information about SADIE?

Go to: www.Ontario.ca/SADIE

Technical Assistance

(Mon – Fri, 8 a.m. - 5 p.m.)

Call: 1-800-262- 6524

(after the language prompts, press 2-3)

Email: SSContactCentre.MOH@ontario.ca