

## How to Track Requests and Access Ministry Response Letters in SADIE

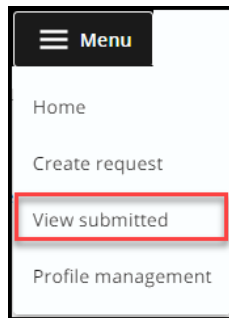
Prescribers, their delegates and designates (with specific practice locations) receive real time access to the Ministry decisions and response letters in SADIE. They can also see historical correspondence (requests, additional information, response letters, etc.).

SADIE users receive system generated email notifications when a Ministry response is available. Notifications are sent to GO Secure email addresses.

Additional training instructions are found in the [SADIE User Guide](#) on the Training Aids page, located at [Ontario.ca/SADIE](https://Ontario.ca/SADIE).

## Steps

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



Select **View submitted** to 'refresh' the lists of requests, or return to the **View submitted requests** page

Select **Menu** and then click on **Home** to view/edit requests not yet submitted to EAP

**The Submitted Requests page** displays:

- **Submitted Requests Awaiting Ministry Decision** [list](#)
- **Submitted Requests with Ministry Decision** [list](#)

Select **View** to open the Submission details

Submitted Requests Awaiting Ministry Decision for Dr. JOHN DOE						
Filter requests in this list						
Start typing to filter results						
All	Yonge Street Clinic	Thornhill FHT	CVH Emergency Department			
Decision Date	Decision	Patient Name	Patient Preferred Name	Drug	Indication	Submitted Date
2021-11-08	Further Informati...	Patient, Jay		Rituximab	Arthritis-Rheumat...	2021-11-08
2021-11-08	Further Informati...	Wjas, Linda		Baclofen (intrath...	Spasticity	2021-11-08
2021-11-08	Not Approved	Wheeler, Kim		Baclofen (intrath...	Spasticity	2021-11-08
2021-11-08	Not Approved	Wheeler, Kim		Abatacept	Arthritis-Rheumat...	2021-11-08
2021-11-08	Approved	Kemp, Bob		Dalteparin	Venous Thrombo...	2021-11-08

## Submission Details and Correspondence Exchanged with the Ministry display

View the submission details including **Decision** and **Approval Start/End Date**, if available

**Document types include:** Request, Response Letter (i.e. Approved, Not Approved, Additional Information, etc.)

Select **Download** to view/save a copy of the document

### Submission Details

Practice Location	Yonge Street Clinic
Address	5700 YONGE STREET, TORONTO, Ontario, M2N2C5
Request Number	00007887-01
Patient Name	Kemp, Bob
Patient Preferred Name	
Request Type	Initial
Drug	Dalteparin
Indication	Venous Thromboembolism (VTE) Prophylaxis Post-Surgery
Decision	Approved
Approval Start Date	2021-11-08
Approval End Date	2021-12-08

### Correspondence Exchanged With the Ministry


Document Date	Document Type	Decision	Actions
2021-11-08	Response Letter	Approved	 <a href="#">Download</a>
2021-11-08	Initial Request		<a href="#">Download</a>

## The document displays as a PDF file

See the [User Guide](#), Chapter 15, for more information about how to track the status of EAP Requests & Access Ministry Response Letters

Ministry of Health  
Division des médicaments et appareils fonctionnels  
Drug Programs Delivery Branch  
3rd Floor, 5700 Yonge Street  
Toronto ON M2M 4K5  
Telephone: (416) 327-8100  
Toll Free: 1-866-811-9993  
Facsimile: (416) 327-7526  
Facsimile Toll Free: 1-866-811-9908

Ministère de la Santé  
Division des médicaments et appareils fonctionnels  
Direction de la mise en œuvre des programmes de médicaments  
6700, rue Yonge, 3<sup>e</sup> étage  
Toronto ON M2M 4K5  
Téléphone: (416) 327-8100  
Sans frais: 1-866-811-9993  
Télécopieur: (416) 327-7526  
Télécopieur sans frais: 1-866-811-9908

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08/Nov/2021

**Exceptional Access Program**

**NOTICE OF APPROVAL**

To: **Dr. JOHN DOE**  
Fax: **(222) 222-2222**

Responses are faxed to the requesting prescriber's office. Please include your fax number on all correspondence.

Re: **Bob K Date of Birth: 1901-01-01**

To ensure confidentiality, ministry replies identify the patient by first name, initial of the last name and date of birth. Please provide a copy of this letter to the patient and to the patient's pharmacy as a record of the decision for this request and the period of approval.

**Drug Request Number: 00007887-01**  
**Generic Drug: dalteparin sodium**

The Exceptional Access Program (EAP) facilitates access to drugs that are not listed on the Ontario Drug Benefit (ODB) Formulary for requests that meet specified criteria.

The request has been reviewed in accordance with the established ministry policies and approval has been granted. The coverage period begins as of the effective date and extends to the specified expiry date. In order to receive coverage, the patient must be eligible to receive benefits under the ODB program.

DIN/PIN	Brand Name	Effective Date	Expiry Date
02352656	Fragmin 10,000 U/0.4 mL inj	2021-11-08	2021-12-08

Need Assistance?



## Looking for more Information about SADIE?

[www.Ontario.ca/SADIE](http://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](mailto:SSContactCentre.MOH@ontario.ca)**