



# Accessing SADIE for Physicians or Nurse Practitioners

If you have a GO Secure account & an OHIP Billing Number, YOU'RE READY TO GO!

1

Visit [www.ontario.ca/SADIE](http://www.ontario.ca/SADIE), and click on SADIE Login button

On the GO Secure Login screen enter your ID (your GO Secure email address), password and select the Sign-in button

Forgot your GO Secure password? Reset password online using the 'Forgot your ID or password' link

From the drop-down menu, select: 'Special Authorization Digital Information Exchange'

From the Program Selection screen, select 'Exceptional Access Program (EAP)'

If you *have* an OHIP Billing Number, but *don't have* a 'Solo-Provider' GO Secure account...

2

Download the 'Change of Address for Health Care Professionals' form (#4885-84)\*

Send completed form by either:

- Email [ProviderRegistration.MOH@ontario.ca](mailto:ProviderRegistration.MOH@ontario.ca)
- Subject: 'SADIE ACCESS'
- Body: Request for unique identifiers
- Or Fax to 613-545-5848

Your package will be mailed with your unique identifiers in approx.15 business days

Once package is received, visit [www.ontario.ca/SADIE](http://www.ontario.ca/SADIE), and click on SADIE login button

If you *don't have* an OHIP Billing Number & *don't have* a 'Solo-Provider' GO Secure account...

3

Download the 'Application for OHIP Billing Number for Health Care Professionals' form (#3384-83)\*

Send completed form by either:

- Email [ProviderRegistration.MOH@ontario.ca](mailto:ProviderRegistration.MOH@ontario.ca)
- Subject: 'SADIE ACCESS'
- Body: Request for OHIP Billing Number and unique identifiers
- Or Fax to 613-545-5848

If you have provided your email address on the form, your package with your OHIP billing number and unique identifiers will be emailed using Ontario Citizen Direct Secure Email in approximately 2-3 business days.\*\*

Once package is received, visit [www.ontario.ca/SADIE](http://www.ontario.ca/SADIE), and click on SADIE login button

For Detailed instructions, visit [www.ontario.ca/SADIE](http://www.ontario.ca/SADIE), see 'Help Accessing SADIE'

**Need help using SADIE?** Visit the [SADIE Training Aids](#) page. Or contact Inquiry Services at 1-800-262-6524

or via email [SSContactCentre.MOH@ontario.ca](mailto:SSContactCentre.MOH@ontario.ca)

\*Visit Central Forms Repository at [www.forms.ssb.gov.on.ca](http://www.forms.ssb.gov.on.ca) (Search by name or form #)

\*\*If you have not provided an email address on the form, your package will be mailed with your OHIP billing number and unique identifiers in approximately 15 business days.