

# Uninsured Patient Billing

Temporary Physician Billing  
Process for Hospital Services  
Provided to Uninsured Patients

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April 2021





## OVERVIEW

The Ministry of Health (MOH) is committed to ensuring that all people in Ontario receive medically necessary health care during the COVID-19 outbreak.

The MOH continues to request that hospitals and physicians working in hospitals provide all medically necessary services to all persons who present at a hospital, regardless of whether the person has health insurance.

The MOH requests that services for uninsured persons be prioritized consistent with the prioritization of services for insured persons. Uninsured persons should not be provided with services currently not available to insured persons (e.g., suspended elective surgeries).

The MOH has established temporary payment mechanisms to facilitate hospital and physician payments for all medically necessary services provided to patients who are not currently insured under OHIP or another provincial or private insurance plan.

Under this temporary process:

- Physicians (or their billing agency) will complete and email a monthly billing template to HHS
- HHS will be responsible collecting and distributing payment to physicians (or their billing agency)



HHS Daily Dispatch (March 31, 2020):

*Effective March 20, 2020 physicians who perform any services for uninsured patients at Hamilton Health Sciences (HHS) will be remunerated by HHS at existing rates listed in the Schedule of Benefits for Physician Services. **Physicians should not bill uninsured patients for any services provided at HHS.** Physicians will be required to track and submit billing information – including fee codes applicable to the services – to HHS. HHS will be responsible collecting and distributing payment to physicians. Detailed instructions are available to physicians on the [HHS website](#).*

For more information, refer to this [OHIP Bulletin](#).

The following companion resources will be referenced throughout this slide deck:

[OHIP Bulletin](#)

[Physician Billing Template](#)

[Vendor Registration Form](#)

[Frequently Asked Questions](#)

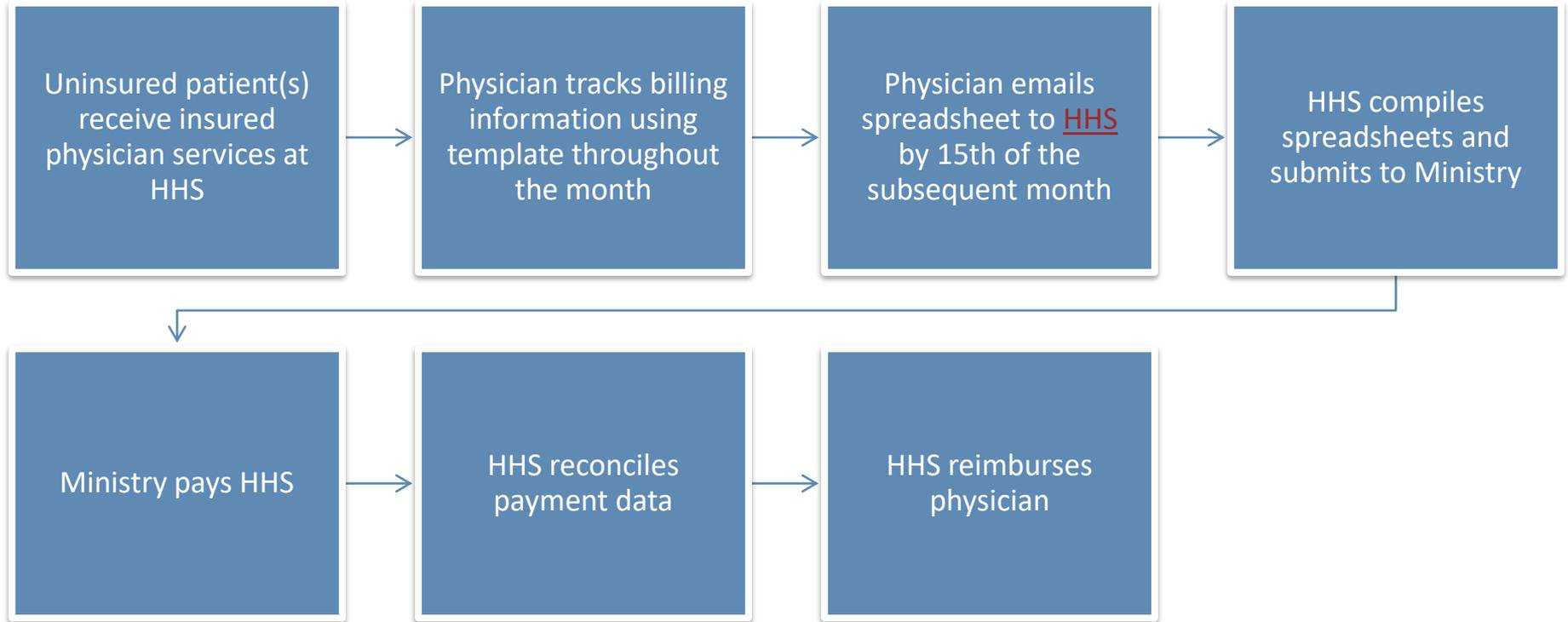




**— TEMPORARY BILLING PROCESS**



## TEMPORARY BILLING PROCESS



## ELIGIBLE SERVICES

- ✓ This process only applies to insured hospital services
- ✗ This process does not apply to diagnostic or other services for which the hospital has historically paid physicians directly



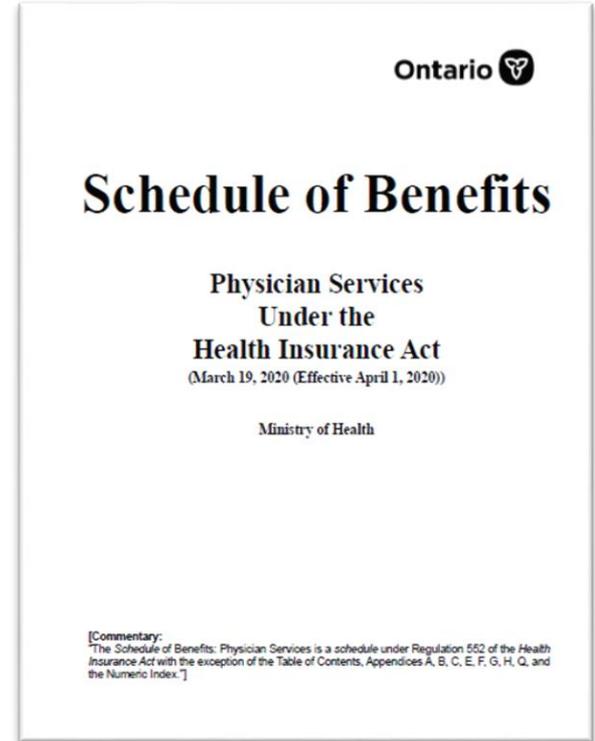
## — ELIGIBLE PATIENTS

- ✓ The services were provided to a patient who does not have valid insurance coverage through OHIP, another provincial insurance plan, IFH, FG, UHIP, or private insurance
- ✓ You would have otherwise billed the patient directly
- ✓ This process is temporary and communication should be clear to patients who may be on longer care plans



Physician services provided in hospital will be payable at the appropriate Schedule of Benefit for Physician Services rates.

Each applicable fee code should be listed on a separate line in the billing template



## — SUBMISSION FORMAT

Physicians will be required to complete the [Physician Billing Template](#) and email it to [uninsuredbilling@HHSC.CA](mailto:uninsuredbilling@HHSC.CA)

The template must be complete and accurate – HHS will not validate or correct data included in the billing template

All documents must be submitted as a Microsoft Excel worksheet (or equivalent). Submissions will not be accepted in any other format.



## SUBMISSION FORMAT (cont'd)

For each service/fee code billed, the following information must be provided:

- Physician Billing Number
- Last Name - Physician
- First Name - Physician
- Service Date
- Last Name - Patient
- First Name - Patient
- Date of Birth - Patient
- Sex (M/F)
- Does the pt have an OHIP card?
- Invalid OHIP card #
- Patient Phone Number
- Patient Mailing Address
- Principle Diagnosis\*
- Applicable Schedule Code
- Number of Units (where applicable)

*\*When listing the primary/main diagnosis for each patient, where applicable, please use the appropriate standard diagnostic codes provided in the OHIP Resource Manual for Physician. For patient's whose primary diagnosis is COVID-19, please input coronavirus as the diagnosis.*



The HHS Accounts Payable department will process your payment after HHS has received payment from the Ministry.

- Payments will be deposited into your account on Fridays
- Remittance information will be emailed to you

If you do not already receive payment from the HHS Accounts Payable department, please complete the [Vendor Registration Form](#) and email it to [apfinance@hhsc.ca](mailto:apfinance@hhsc.ca) with the subject line as *“Uninsured Patient Billing - [Physician Name] Vendor Form”*



Refer to the [Frequently Asked Questions](#) document

