

INSTRUCTIONS FOR COMPLETING A COMPREHENSIVE CARE AGREEMENT AND RELATED DOCUMENTATION

The following information is required by the MOHLTC for you to register as a Comprehensive Care Model (CCM) physician.

Original copies of the documents listed must be completed and submitted to the designated Ministry contact person as a complete package, unless otherwise directed.

It is important that the ministry receives a complete original version of your signed Comprehensive Care Agreement. We ask that you keep photocopies for your records and send the originals to the address given below.

STEPS

1. *Comprehensive Care Agreement*

Please ensure you complete the signature page of the agreement in blue ink by: dating the agreement; printing your name; signing the agreement; providing your OHIP billing number; providing your contact information (office address, fax, phone, email); and having the agreement witnessed (signature of third party who observes the physician sign the document).

2. *Complete CCM Physician Block Coverage Undertaking*

Complete and sign the appropriate section of the undertaking. Note: if you are choosing section B please ensure you insert the date from which block coverage will be provided.

3. *Time and location where block coverage will be provided (if applicable)*

Please provide the time and location of your block coverage and how you notify your patients of this service.

Physician Name: _____

Day of the week: _____

Time of the day: _____ (e.g. 5:00 p.m. to 8:00 p.m.)

Location: _____

Patients notified in following manner:

(e.g. posting in waiting room, answering machine)

4. *List of locations where Primary Care Services are regularly provided*

Please provide the address for each location (street addresses and postal codes) where comprehensive care services are regularly provided.

a) Street Address: _____ Community: _____
Postal Code: _____

b) Street Address: _____ Community: _____
Postal Code: _____

5. Mail/courier all of this documentation (with original signatures) to:

**Primary Health Care Team
9th Floor
1075 Bay Street
Toronto, ON
M5S 2B1**

Please note that the Comprehensive Care Agreement commences on the date that the Ministry receives a complete original signed copy of the agreement or October 1, 2005, whichever is later.