FHO Physician Declaration Form Submissions

Recommendations for Batch Submission

As noted in the communication sent to Lead FHO Physicians on March 5, 2026, all FHO members will be required to complete new declaration forms after reviewing the updated FHO Agreement. The updated Agreement will be distributed during the week of March 9, 2026. Lead FHO Physicians are responsible for ensuring that each member of the FHO completes a new Declaration form. Once all forms have been collected, they must be submitted as a single batch to the Ministry of Health's Blended Models Unit.

As you prepare to collect declaration forms from the members of your FHO Group, we wanted to provide some options for consideration to return your declarations in a batch format. This document has been provided for information purposes only. Please consult with your internal IT professionals for support, as needed.

Important Notes:

1. Return signed Declaration forms to: BlendedModelsReports@ontario.ca
2. All email submissions must be from the Lead FHO Physician, or delegate with the Lead FHO Physician copied.
3. Signed Declaration forms should be returned in PDF format.
4. Include the full FHO Group name as it appears in the Agreement in the subject line of the returned Declaration email, please do not abbreviate.

How-To Options:

Option 1:

- Scan signed Declaration forms appended within one PDF.
- Email all signed Declaration forms as an attachment to: BlendedModelsReports@ontario.ca.
- Declaration PDFs should use the following naming convention:
  - Full Group Name – Appendix C
  - I.e., Birdtail Regional FHO – Appendix C

Option 2:

- Some FHO Groups may have a smaller number of members, if this is the case, you are welcome to submit signed Declaration forms as individual attachments by email.
- Email all signed Declaration forms as individual attachments to: BlendedModelsReport@ontario.ca
- If you are attaching multiple documents, please use the following naming convention for each document:

- Full Group Name – Appendix C – Physician Last Name_First Initial
- I.e., Birdtail Regional FHO – Appendix C – Smith_A

Option 3:

- Submit PDFs in a Zip File.

- To zip a file:
  - Windows Instructions
  - MacOS Instructions

- Email the Zip File containing the Declaration forms to: BlendedModelsReports@ontario.ca

- Declaration PDFs should use the following naming convention:
  - Submitting One PDF:
    - Full Group Name – Appendix C
    - I.e., Birdtail Regional FHO – Appendix C
  - Submitting Multiple PDFs:
    - Full Group Name – Appendix C – Physician Last Name_First Initial
    - I.e., Birdtail Regional FHO – Appendix C – Smith_A

Option 4:

- Submit PDFs by sharing iCloud Storage, Google Drive, or OneDrive:

- Share your file:
  - Instructions for iCloud
  - Instructions for Google Drive
  - Instructions for OneDrive
  - Please note, sharing permissions may be limited by your specific institution or individual licensing agreement.

- Email the shared folder within iCloud Storage, Google Drive, or OneDrive to BlendedModelsReports@ontario.ca

- Declaration PDFs should use the following naming convention:
  - Submitting One PDF:
    - Full Group Name – Appendix C
    - I.e., Birdtail Regional FHO – Appendix C
  - Submitting Multiple PDFs:
    - Full Group Name – Appendix C – Physician Last Name_First Initial
    - I.e., Birdtail Regional FHO – Appendix C – Smith_A