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Assistive Devices Program

Technical Specification for Electronic Submissions

Effective Date: January 1, 2024

Table of Contents

1. Overview	4
2. Electronic Claim Submission	5
2.1 Process Outline	5
2.2 Electronic Claim Technical Specification	8
2.2.1 Claim File Format & Content Rules	8
2.2.2 Claim File Load Rejection Because of Formatting Error	8
2.2.3 Claim File Validation Errors	8
2.2.4 Claim File Processing	8
3. Electronic Invoice Submission	10
3.1 Process Outline	10
3.2 What has not changed in the process	12
3.3 What's new in the process	13
3.4 Electronic Invoice Technical Specification	13
3.4.1 Invoice File Naming Convention	13
3.4.2 Invoice File Format & Content Rules	13
3.4.3 Invoice File Upload Rejection Because of Formatting Error	13
3.4.4 Invoice File Processing – Last Four Digits of Health Number Only	14
3.4.5 Invoice File Processing	15
3.4.6 File Layout	16
3.4.7 Sample Data	17
3.4.8 Formatting Rules and Error Messages	18
4. Electronic Renewal Submission	19
4.1 Process Outline	19
4.2 Electronic Renewal Technical Specification	21
4.2.1 Renewal File Format & Content Rules	21
4.2.2 Renewal File Load Rejection Because of Formatting Error	22
4.2.3 Renewal File Validation Errors	22
4.2.4 Renewal File Processing	22

5.EDT/Go Secure Portal.....	24
5.1 Session Time-Out/Warning.....	24
5.2 EDT Portal Error Messages.....	25
5.2.1 Invalid File Extension	25
5.2.2 File Type is not selected.....	26
5.2.3 A File Must Be Selected	26
5.2.4 File Name Must be less than 50 characters	27
5.3 Log Out.....	27
5.4 MC EDT Web Go Secure Registration	28
5.5 Designee Maintenance	33
5.5.1 Adding a Designee.....	33
6. e-Submission Status Report.....	39
6.1 e-Submission Status Report – Sample	41
7.Appendixes	45
7.1 Login to Go Secure (https://www.edt.health.gov.on.ca).....	45
7.2 File Specification.....	46
7.3 List of acceptable characters in eClaim (XML) file	47
7.4 List of File Load Errors.....	48
7.5 eSubmission Report Statuses.....	49
7.6 Additional eSubmission Notes	49
7.7 Electronic Claim/Renewal File Load Rejection Because of Formatting Error	50
7.8 Validation Errors	51

1. Overview

The purpose of this document is to outline the requirement of Assistive Devices Program (ADP) registered vendors, to submit claims, renewals, and invoices electronically to the Ministry, through GO SECURE and MC-EDT secure channels that are already used for Vendor Remittance Advice report. ADP Vendors may need to update their processes and systems to assure compliance with the new electronic file submission process.

The key changes to prepare for are:

Effective December 1 ,2020 electronic claims must be submitted via Go Secure/MC EDT channel. Note: Electronic invoices submission via GO Secure/MC EDT was implemented in February 2020.

When an electronic file is received by ADP via GO Secure/MC-EDT regardless of the uploading status of the e-claim/e-Renewal/e-invoice files, an e-submission status report will be sent to the ADP Vendor that can be downloaded on the MC-EDT web site for the period of 12 months (this retention period is the same as the Vendor Remittance Advice report today).

In **Section 2** you will find a summary of the requirements for electronic claim submission.

In **Section 3** you will find what has changed and what has not changed in the existing electronic invoice submission process.

In **Section 4** you will find a summary of the requirements for electronic renewal submission.

Electronic claim and renewal files submitted must be a file with “.XML” extension.

Electronic invoice files submitted, must be comma separated values with a “.txt” extension as already started on June 6, 2011.

2. Electronic Claim Submission

2.1 Process Outline


The Ministry's Go Secure/MC-EDT channels that are currently used to access the bi-weekly vendor reports and to submit electronic invoices is the same channel that will be leveraged for electronic claim submission and the e-Submission status report download.

To submit claims electronically, ADP Vendors must be registered with **GO Secure** and enrolled in the **MC EDT** application to confirm their identity. Both GO Secure and MC-EDT are Ministry secure environments.

Note: Please refer to *Registration Guide for ADP Vendors* for more details on ADP Vendor Go Secure Registration and MC-EDT Enrolment.

Once GO Secure Registration and MC-EDT Enrolment is successfully completed ADP Vendors may begin to electronically submit claims.

Step 1: Fill out the PDF application form

Ontario  **Ministry of Health**

Assistive Devices Program (ADP)
5700 Yonge Street, 7th Floor
Toronto ON M2M 4K5
Tel: 416-327-8804
Toll-free: 1-800-268-6021
TTY: 416-327-4282
TTY: 1-800-387-5559

Application for Funding Hearing Devices

Fields marked with an asterisk (*) are mandatory.

Section 1 – Applicant's Biographical Information

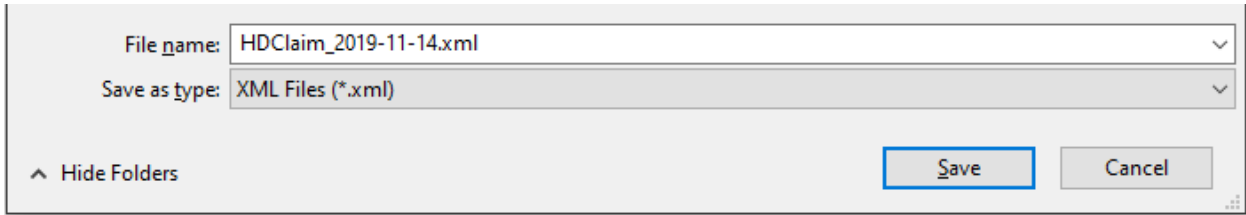
Last Name *		
<input type="text"/>		
First Name *	Middle Initial	
<input type="text"/>	<input type="text"/>	
Health Number (10 digits)	Version	Date of Birth (yyyy/mm/dd)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Application forms can be downloaded from the [Assistive Devices Program for health care professionals web page](#)

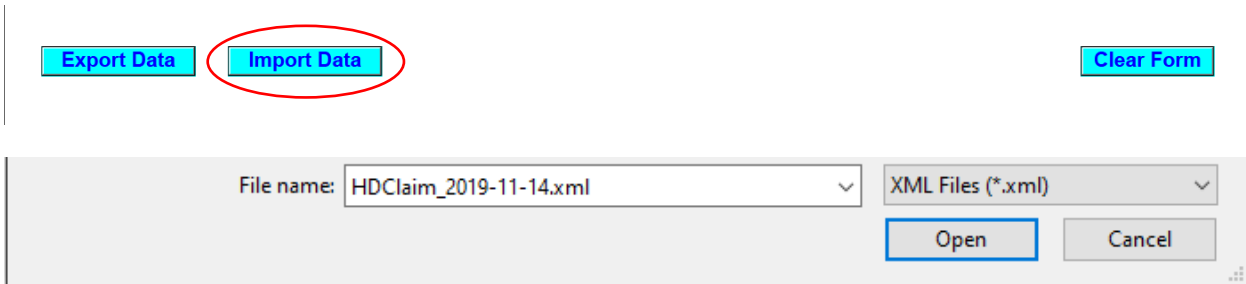
Step 2: Click “**Export**” button at the bottom of the PDF application form



Step 3: Save the PDF application form when completed on your local computer with the file extension “**XML**”. Recommended file name: <Device Category>Claim_<File Unique Identifier from your organization _YYYY-MM-DD>.



Note: Once the application form is saved as XML file no corrections are allowed. When a correction is required, please open a new PDF application form to make the required updates, click on “**Import**” button and reimport your initial entries from the saved XML file to make changes as required.

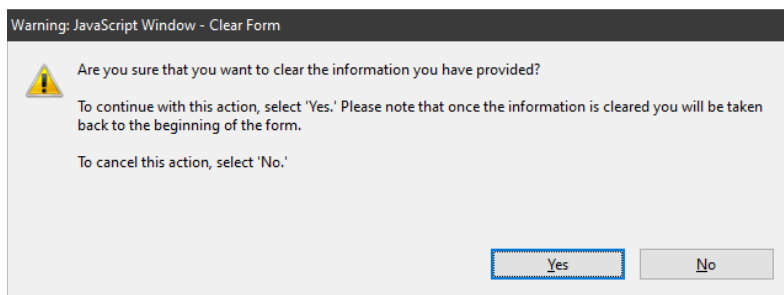


When a correction is completed repeat Step 2 and 3, i.e. click “Export” button to save the updated application form as .xml file on your local computer.

There is also a “**Clear**” button at the bottom of the form, in the right corner that can be used to remove all the entries from the form.

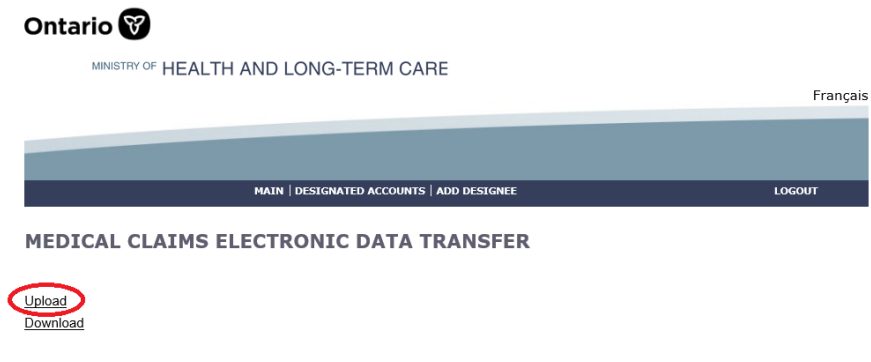


You will receive a confirmation message before removing all entries from the form.

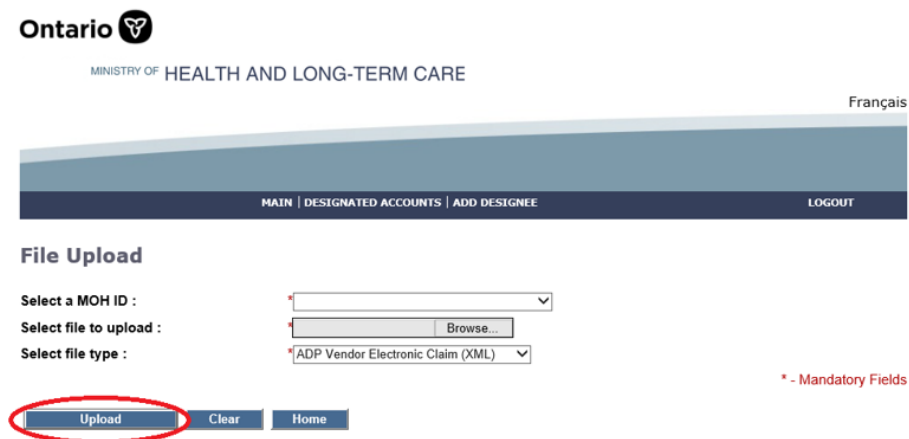


Step 4: Login to GoSecure - Refer to Appendix [7.1](#)

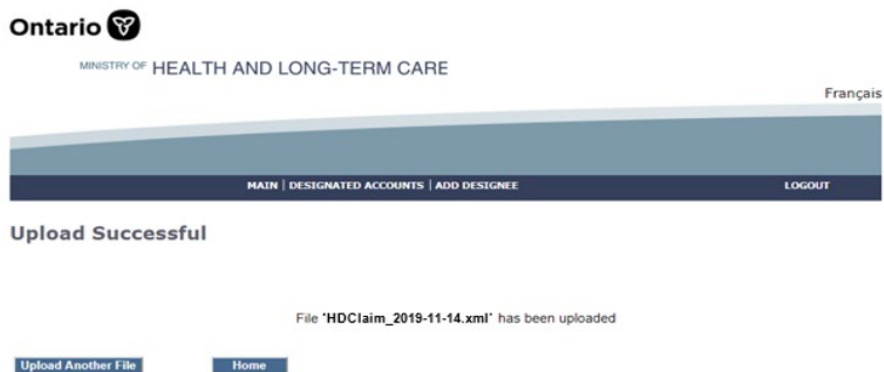
Step 5: User selects upload link.



Step 6: Click “Browse” to select a file to upload. Select the file type “ADP Vendor Electronic Claim (XML)” and click “Upload” to initiate a claim upload process.



Step 7: Confirm that the upload was successful.



Only one claim per submission is allowed.

There is a total of 15 application forms acceptable for electronic submission. These include:

1. *Communication Aids*
2. *Insulin Pumps & Supplies (Adult)*
3. *Insulin Pumps & Supplies (Child)*
4. *Hearing Devices*
5. *Limb Prosthesis*
6. *Mobility Devices*
7. *Maxillofacial Extraoral*
8. *Maxillofacial Intraoral*
9. *Ocular Prosthesis*
10. *Orthotic Devices*
11. *Home Oxygen*
12. *Pressure Modification*
13. *Respiratory Devices*
14. *Real-time Continuous Glucose Monitoring System*
15. *Visual Aids*

Refer to Appendix [7.6](#) for additional Notes:

2.2 Electronic Claim Technical Specification

2.2.1 Claim File Format & Content Rules

The e-claim file format must conform to the new specifications provided in this section to be successfully uploaded into the system.

1. **File Specification.** Refer to Appendix [7.2](#)
2. **Valid Submitter.** A Submitter can be a Vendor/Head Office. The identification number of a submitter (MOH ID) must be a valid ADP Go Secure account.

2.2.2 Claim File Load Rejection Because of Formatting Error

Refer to Appendix [7.7](#)

2.2.3 Claim File Validation Errors

Refer to Appendix [7.8](#)

2.2.4 Claim File Processing

This new system feature is supported through the following claim processing steps:

Step 1: The system successfully reads all records in the file.

Step 2: The system groups all record into one claim based on the unique combination of the following criteria:

- ADP Vendor Number
- Device Category
- Client Health Card Number
- Gatekeeper Date

Step 3: For each claim, the system searches for a matching record in the ADP System based on the unique combination of the following criteria:

- ADP Vendor Number
- Device Category
- Client Health Card Number
- Gatekeeper Date

Step 4: The System processes claim accordingly:

- A) If the matching claim is not found, a new claim record is created.
- B) If the matching claim is found and has status “Under Review”, the system will replace the “Under Review” claim record with the new claim record.
- C) If the matching claim is found and has a status “Not Approved: or “Withdrawn”, the system will create a new claim record.
- D) If the matching claim is found and has a status “Approved”, the system will issue an error message to notify vendors that claim hasn’t been loaded as duplicate approved claim already exists.

Authorizing Authority Signature. When signature date is not present on the e-claim despite the signature (on the paper version) being present, the system will consider that claim is not signed by the signatory. The opposite will also apply when signature date is present on the e-claim file the claim will be marked as signed. This rule will be applied across all new electronic claim submissions.

Note: Post audit by ADP Program verification analysts will be required to review the original claims. ADP vendors are responsible for original documents and all the claims submitted to the Ministry must be kept on file.

ADP registered vendors can submit corrections to claims under review through the same electronic process.

Resubmissions are only accepted for claims that are under review.

The same claim number must be used in the resubmission that was used in the original submission.

3. Electronic Invoice Submission

3.1 Process Outline

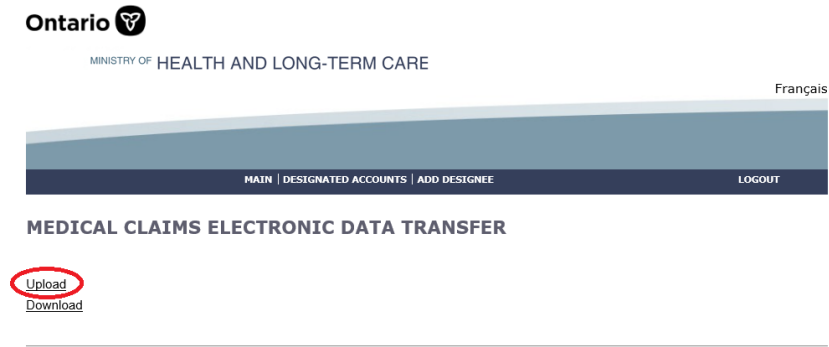
The purpose of this section is to outline the requirement of Assistive Devices Program (ADP) registered vendors, who are already submitting invoices electronically by email, to update their processes and systems to assure compliance with the new business process.

The key changes to prepare for are:

Electronic invoices must be submitted on-line through GOSecure/MC-EDT channel to a dedicated MC-EDT web address.

Step 1: Login to GoSecure - Refer to Appendix [7.1](#)

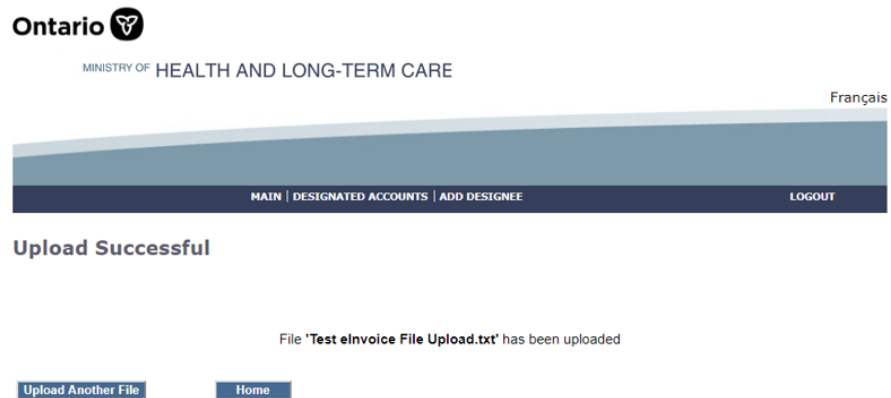
Step 2: User selects upload link.



Step 3: Click “Choose File” to select a file to upload. Select the file type “ADP Vendor Electronic Invoice (TXT)” and click “Upload” to initiate invoice upload process.



User will receive the confirmation message when the file is successfully uploaded.



When problems arise, an error report will be generated, and you can download the e-Submission Status Report that will be available within three (3) business days from the MC-EDT web site to review the e-invoice file submissions.

In **Sections 3.2 and 3.3** you will find a summary of what has changed and what has not changed in the existing submission process, including the new submission file process and a sample of the error report.

Invoices that are on hold and require a correction can be resubmitted electronically. A summary of the rules associated with invoice resubmission is also provided in **Section 3**.

Electronic invoice submission files submitted, started on June 6, 2011, must be comma separated values with a ".txt" extension and must contain a specified set of data. Technical specifications including file uploading rules are provided in **Section 3**. Format testing procedures are not required in the new submission process.

3.2 What has not changed in the process.

To submit invoices electronically, ADP vendors must be registered in advance and have received a Letter of Understanding from the program. Please contact the ADP vendor registration clerk for more information.

All general electronic invoice submission policies and processes, as agreed to under the MRI program, will continue to apply.

Vendor must submit one invoice file (.txt) for each vendor registration number. Head Office can submit invoice file (.txt) for multiple vendors under its umbrella.

Vendor invoice files will be processed on a first come, first serve basis.

The invoice file upload and verification process will be automated.

Invoice File Naming Convention, Invoice File Format & Content Rules, Invoice File Layout, Formatting Rules, and Error Messages, eInvoice Error Report Layout do not change with the new submission process.

Vendors are expected to maintain submitted files in the event a submission cannot be accessed. Submitted files should be retained until the associated payments have been reconciled.

ADP program will load invoice files into the system at the end of the day.

The system will validate file upload format (see an outline of format rules provided in **Section 3.4**)

Then, if successfully uploaded, invoicing rules will be applied, and the vendor will receive confirmation of the invoices processed in the next vendor invoice status report published.

If the system cannot read any portion of the file submitted because of a formatting error, the entire file will be rejected, and an error report will be provided to the vendor within the next three (3) business days.

3.3 What's new in the process.

On-line e-Invoice Submission

Vendors must submit all electronic files to the web address assigned instead of email address currently used. All associated rules with the email invoice submission (email subject naming convention, email file attachment rules, etc.) are non-applicable. Format testing procedure is not mandatory for e-Invoice Submission as there is no e-Invoice file format changes.

- When eInvoice file submission is processed both, errors/success will be reported in E-Submission Status Report that will be available for download from EDT web site within three (3) business days.

3.4 Electronic Invoice Technical Specification

3.4.1 Invoice File Naming Convention

The invoice text file attachment must be submitted as follows:

<Vendor Registration #_last date of invoice in the file formatted as YYYY-MM-DD>.txt

Sample:

9999999_2011-06-18.txt

3.4.2 Invoice File Format & Content Rules

To be successfully uploaded into the system, the file format must conform to the specifications provided in *Section 3.4.3* below. Note the key points:

- Must be in Comma Separated Values with file extension “.txt”
- Only last four digits of Health Number are allowed
- Additional Device Placement field (mandatory only for some device categories)

3.4.3 Invoice File Upload Rejection Because of Formatting Error

If the invoice file fails to load because of a formatting error, the system will not process any invoices contained in the file, and an upload error report will be generated and sent back through MC-EDT to the vendor for download.

Note: Line Numbers (individual invoice data sets) within the file format are counted at the point of upload and are used to help identify where an error has occurred in the error report.

The upload report will specify the formatting errors, as shown in the example below:

E-Invoice Submission Report

Vendor/Head Office Number:	106022
Vendor/Head Office Name:	AUBURN HEARING CENTRE
File Name:	28InvoicesAllFAIL.txt
Upload Date:	2018/11/05
Upload Status:	Failed to upload
Number of Records Uploaded:	0
Total Amount Uploaded:	\$0.00

Vendors Found Within e-Invoice File

Vendor Number	Vendor Name

File Upload Errors

Error	Error Description

Line Errors (only first 100 errors displayed)

Line Number	Error	Error Description
1	13	Invalid Device Placement
5	14	Incorrect format of Serial Number
8	17	Missing or incorrect format of ADP Portion
9	5	Missing or incorrect format of ADP Claim Number
10	18	Missing or incorrect format of Client Portion
11	12	Missing or incorrect format of ADP Device Code
12	6	Missing or incorrect format of Client Health Number
13	7	Missing or incorrect format of Vendor Invoice Number
14	19	Invalid Social Assistance Program Code
15	15	Missing or incorrect format of Quantity
16	16	Missing or incorrect format of Unit Price
17	4	Missing or invalid ADP Vendor Number
18	17	Missing or incorrect format of ADP Portion
19	5	Missing or incorrect format of ADP Claim Number
20	18	Missing or incorrect format of Client Portion
21	12	Missing or incorrect format of ADP Device Code
22	6	Missing or incorrect format of Client Health Number
23	8	Missing or incorrect format of Invoice Date
24	7	Missing or incorrect format of Vendor Invoice Number
25	15	Missing or incorrect format of Quantity
26	16	Missing or incorrect format of Unit Price
27	4	Missing or invalid ADP Vendor Number

3.4.4 Invoice File Processing – Last Four Digits of Health Number Only

Effective June 6, 2011, electronic invoice submissions cannot contain complete client Health Numbers. Only the **last four digits of the Health Number are accepted**. See **Section 3.4.6** for detailed Health Number format specifications and rules.

3.4.5 Invoice File Processing

Effective June 6, 2011, ADP registered vendors can submit corrections to invoices on hold through the same electronic process.

Invoice corrections can be combined with new invoice submissions.

The same invoice number must be used in the resubmission that was used in the original submission.

Subsequent submissions for an invoice already paid will be ignored by the system.

Resubmissions are only accepted for invoices that are on hold.

This new system feature is supported through the following invoice processing steps:

Step 1: The system successfully reads all records in the file.

Step 2: The system groups all records into one invoice based on the unique combination of:

- ADP Vendor Number.
- ADP Claim Number.
- Vendor Invoice Number.

Step 3: For each invoice in the file, the system searches for a matching record in the ADP System based on the unique combination of the following criteria:

- ADP Vendor Number.
- ADP Claim Number.
- Vendor Invoice Number.

Step 4: The System processes invoices accordingly:

- If the matching invoice is not found, a new invoice record is created.
- If the matching invoice is found and has status “On Hold”, the system will replace the “On Hold” invoice record with the new invoice record.
- If the matching invoice is found and has a status other than “On Hold” (e.g. Actioned, Paid, Deleted), the system will ignore the new invoice record.

3.4.6 File Layout

The invoice file format must be comma delimited. The file must have the extension “.txt”. Each invoice record must contain all the following 16 data fields separated by a comma. Each of the 16 separating commas is required for each record to be considered valid.

#	Name	Format	Associated Rules and Allowed Values
1	ADP Vendor Number	Mandatory, numeric up to 7 digits long	Must be a valid ADP Vendor Number
2	ADP Claim Number	Mandatory, alphanumeric, up to 20 characters long	
3	Client Health Number	Mandatory, alphanumeric exactly 4 characters long	Leading zeros must be preserved if present
4	Vendor Invoice Number	Mandatory, alphanumeric up to 30 characters long	
5	Invoice Date	Mandatory, date formatted DDMMYYYY	No spaces or blanks of any special characters allowed
6	Delivery Date	Optional, date formatted DDMMYYYY	No spaces or blanks of any special characters allowed
7	Service Start Date	Optional, date formatted DDMMYYYY	No spaces or blanks of any special characters allowed
8	Service End Date	Optional, date formatted DDMMYYYY	No spaces or blanks of any special characters allowed
9	ADP Device Code	Mandatory, alphanumeric, up to 10 characters long	
10	Serial Number	Optional, alphanumeric, up to 30 characters long	
11	Device Placement	Optional, alphanumeric up to 3 characters long	Must be one of allowed values: <ul style="list-style-type: none"> • “L” • “R” • “NA” • Blank
12	Quantity	Mandatory, integer up to 6 digits long	Must be a positive integer
13	Unit Price	Mandatory, numeric, formatted as currency 0.00, must be between -1,000,000,000.00 and -1,000,000,000.00. If the Unit Price provided in integer format, the system accepts it and converts to currency format. For example, 100 will be 100.00	No spaces or blanks of any special characters allowed.
14	ADP Portion	Mandatory, numeric, formatted as currency 0.00, must be between -1,000,000,000.00 and -1,000,000,000.00 If ADP Portion provided in integer format, the system accepts it and converts to currency format. For example, 100 will be 100.00	No spaces or blanks of any special characters allowed

ADP Technical Specifications for Electronic Submissions
Effective Date: January 1, 2024

#	Name	Format	Associated Rules and Allowed Values
15	Client Portion	mandatory, numeric, formatted as currency 0.00, must be between -1,000,000,000.00 and -1,000,000,000.00 If Client Portion provided in integer format, the system accepts it and converts to currency format. For example, 100 will be 100.00	No spaces or blanks of any special characters allowed
16	Social Assistance Program Code	Optional, alphanumeric up to 3 characters long	Must be one of allowed values: <ul style="list-style-type: none"> • OWP • ODS • ACS • CCA • LTC • SEN • REG

3.4.7 Sample Data

Sample files are available on request (ADP contact information provided on cover page).

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ADP Vendor Number	ADP Claim Number	Client Health Number	Vendor Invoice Number	Invoice Date	Delivery Date	Service Start Date	Service End Date	ADP Device Code	Serial Number	Device Placement	Quantity	Unit Price	ADP Portion	Client Portion	Social Assistance Program Code
999999	9999999	0681	1000	06042010	06042010			DHBBT001	78779A	L	1	700	500	200	OWP
999999	9999999	0681	1001	06042010	06042010			DHZDL001	882887	N/A	1	1450	1350	100	OWP
999999	9999999	0681	1002	06042010	06042010			DHBBT003	78779B	L	1	700	500	200	OWP

3.4.8 Formatting Rules and Error Messages

With each upload attempt, the system reads and validates the format of each record. If the data element is not aligned with the formatting requirement (type, size, and valid options), the system produces the appropriate error message.

#	Data Element	Error
1	ADP Vendor Number (mandatory, numeric up to 7 digits long, must be a valid ADP Vendor Number)	<i>Error 4: Missing or invalid ADP Vendor Number</i>
2	ADP Claim Number (mandatory, alphanumeric up to 20 digits long)	<i>Error 5: Missing or incorrect format of ADP Claim Number</i>
3	Last 4 digits of Client Health Number (mandatory, alphanumeric, exactly 4 digits long)	<i>Error 6: Missing or incorrect format of Client Health Number.</i>
4	Vendor Invoice Number (mandatory, alphanumeric up to 30 characters)	<i>Error 7: Missing or incorrect format of Vendor Invoice Number</i>
5	Invoice Date (mandatory, date formatted DDMMYYYY)	<i>Error 8: Missing or incorrect format of Invoice Date</i>
6	Delivery Date (optional, date formatted DDMMYYYY)	<i>Error 9: Incorrect format of Delivery Date</i>
7	Service Start Date (optional, date formatted DDMMYYYY)	<i>Error 10: Incorrect format of Service Start Date</i>
8	Service End Date (optional, date formatted DDMMYYYY)	<i>Error 11: Incorrect format of Service End Date</i>
9	ADP Device Code (mandatory, alphanumeric, up to 10 characters long)	<i>Error 12: Missing or incorrect format of ADP Device Code</i>
10	Serial Number (optional, alphanumeric up to 30 characters long)	<i>Error 14: Incorrect format of Serial Number</i>
11	Device Placement (optional, alphanumeric, allowed values "L", "R", "NA" or blank)	<i>Error 13: Invalid Device Placement</i>
12	Quantity (mandatory, integer)	<i>Error 15: Missing or incorrect format of Quantity</i>
13	Unit Price (mandatory, numeric, formatted as currency 0.00)	<i>Error 16: Missing or incorrect format of Unit Price</i>
14	ADP Portion (mandatory, numeric, formatted as currency 0.00)	<i>Error 17: Missing or incorrect format of ADP Portion</i>
15	Client Portion (mandatory, numeric, formatted as currency 0.00)	<i>Error 18: Missing or incorrect format of Client Portion</i>
16	Social Assistance Program Code (optional, alphanumeric up to 3 characters long, allowed values "OWP", "ODS", "ACS", "CCA", "SEN", "LTC" or "REG")	<i>Error 19: Invalid Social Assistance Program Code</i>

4. Electronic Renewal Submission

4.1 Process Outline

In the same manner as electronic claims submission, electronic renewals will be submitted via the Ministry's Go Secure/MC-EDT channel and will require a vendor to be registered.

Step 1: Fill out the PDF renewal form

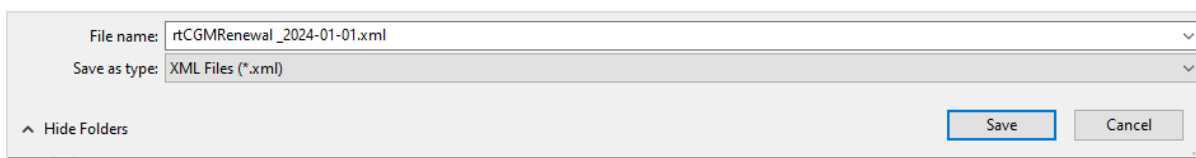
The screenshot shows the header of a PDF form. On the left is the Ontario logo. To its right is the Ministry of Health contact information: Assistive Devices Program, 5700 Yonge Street, 7th Floor, Toronto ON M2M 4K5, with a website link, telephone, toll-free, TTY, and email. On the right side of the header is the title "Real-time Continuous Glucose Monitor Renewal". Below the header is an "Instructions" section explaining the purpose of the form and that fields with an asterisk are mandatory. The main section is titled "1. Client's Biographical Information" and contains a form with fields for Last Name, First Name, Middle Initial, Health Number (10 digits), Version, and Date of Birth.

Note: Renewal forms can be downloaded from the [Assistive Devices Program for health care professionals web page](#)

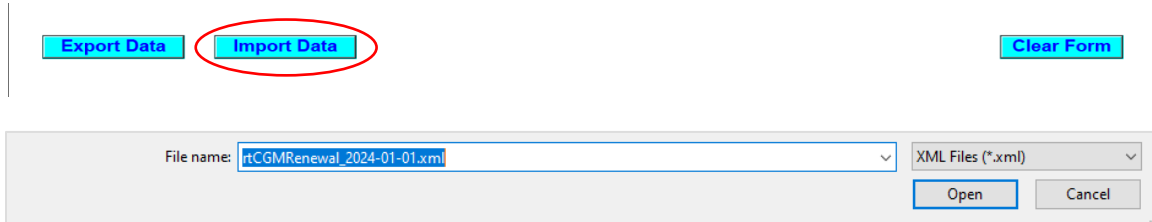
Step 2: Click “Export” button at the bottom of the PDF application form



Step 3: Save the PDF renewal form when completed on your local computer with the file extension “XML”. Recommended file name: <Device Category>Renewal_<File Unique Identifier from your organization _YYYY-MM-DD>.



Note: Once the renewal is saved as XML file no corrections are allowed. When a correction is required, please open a new PDF renewal form to make the required updates, click on **“Import”** button and reimport your initial entries from the saved XML file to make changes as required.

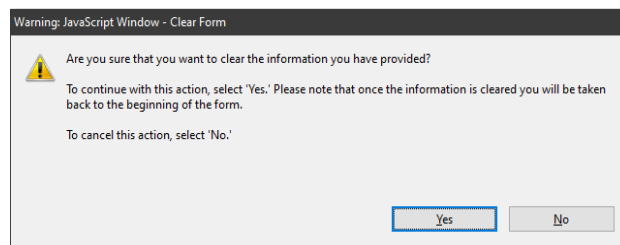


When a correction is completed repeat Step 2 and 3, i.e. click **“Export”** button to save the updated application form as .xml file on your local computer.

There is also a **“Clear”** button at the bottom of the form, in the right corner that can be used to remove all the entries from the form.



You will receive a confirmation message before removing all entries from the form.



Step 4: Login to GoSecure - Refer to Appendix 7.1

Step 5: User selects upload link.



Step 6: Click “Choose File” to select a file to upload. Select the file type “ADP Vendor Electronic Renewal (XML)” and click “Upload” to initiate a renewal upload process.

The screenshot shows the Ontario Ministry of Health and Long-Term Care web portal. The header includes the Ontario logo, the text 'MINISTRY OF HEALTH AND LONG-TERM CARE', and a 'Français' link. A navigation bar contains 'MAIN | DESIGNATED ACCOUNTS | ADD DESIGNEE' and 'LOGOUT'. The main content area is titled 'File Upload' and contains three mandatory fields: 'Select a MOH ID :', 'Select file to upload :', and 'Select file type :'. The 'Select file to upload' field has a 'Browse...' button. The 'Select file type' dropdown is set to 'ADP Vendor Electronic Renewal (XML)'. Below the fields are three buttons: 'Upload', 'Clear', and 'Home'. The 'Upload' button is circled in red. A red asterisk with the text '* - Mandatory Fields' is located to the right of the form.

Step 7: Confirm that the upload was successful.

The screenshot shows the Ontario Ministry of Health and Long-Term Care web portal after a successful upload. The header and navigation bar are the same as in the previous screenshot. The main content area is titled 'Upload Successful' and displays the message: 'File 'rtCGMRenewal_2024-01-01.xml' has been uploaded'. Below the message are two buttons: 'Upload Another File' and 'Home'.

Only one renewal per submission is allowed.

Refer to Appendix [7.6](#) for additional Notes:

4.2 Electronic Renewal Technical Specification

4.2.1 Renewal File Format & Content Rules

The e-renewal file format must conform to the specifications provided in this section to be successfully uploaded into the system.

1. **File Specification.** Refer to Appendix [7.2](#)
2. **Valid Submitter.** A Submitter can be a Vendor/Head Office. The identification number of a submitter (MOH ID) must be a valid ADP Go Secure account with a verified renewal category or resource type assigned to them.

4.2.2 Renewal File Load Rejection Because of Formatting Error

Refer to Appendix [7.7](#)

4.2.3 Renewal File Validation Errors

Refer to Appendix [7.8](#)

4.2.4 Renewal File Processing

This new system feature is supported through the following renewal processing steps:

Step 1: The system successfully reads all records in the file.

Step 2: The system checks if a vendor is associated with Claim. The vendor number must match the one found on the renewal.

Step 3: The system groups all records into one renewal based on the unique combination of the following criteria:

- ADP Vendor Number
- Device Category (i.e. rtCGM)
- Client Health Card Number

Step 4: For each unique item, the system searches for a matching claim record in the ADP System based on a unique combination of the following criteria:

- ADP Vendor Number
- Device Category (i.e. rtCGM)
- Client Health Card Number

Step 5: The system processes claim accordingly if:

- Claim is due for renewal
- Claim status must be “Approved” or Claim is renewed but previous renewal submission is “Not Approved,” and claim is still within the eligible renewal period

A) If the matching claim is found and the eligibility requirements are met, the claim is renewed

- B) If the matching claim is found and the eligibility requirements are NOT met, the system will issue an error message to notify vendors that claim hasn't been renewed with a message "Based on the information provided on the renewal letter, the client has been deemed ineligible for continuation of the grant."
- C) The system will issue an error message "Claim not eligible for eRenewal. Please contact ADP" For any of the following scenarios:
- Renewal response resubmission received for previously "Not Approved" renewal but resubmission is not within eligible renewal period
 - Claim is due for renewal but claim status is not "Approved"
 - Claim is due for renewal, but late renewal response received
 - Claim is not due for renewal, early renewal response received

Authorizing Authority Signature. When signature date is not present on the e-renewal despite the signature (on the paper version) being present, the system will consider that renewal is not signed by the signatory. The opposite will also apply when signature date is present on the e-renewal file the renewal will be marked as signed. This rule will be applied across all new electronic renewal submissions.

Note: Post audit by ADP Program verification analysts will be required to review the original renewals. ADP vendors are responsible for original documents and all the renewals submitted to the Ministry must be kept on file.

ADP registered vendors can submit corrections to renewals through the same electronic process.

5.EDT/Go Secure Portal

This section is intended to inform and/or guide ADP registered vendor regarding EDT/Go Secure services. This is not the official EDT/Go Secure manual.

5.1 Session Time-Out/Warning

The following warning message will be displayed due to lack of activity:

Warning Message:

**Due to lack of activity your electronic Business Services Enrolment (eBSE) login will expire in 0:41 minutes
Please make a selection**

Reminder: Please log out of your session when not in use.

User can decide to remain logged in or to exit the session. When session is ended the user has an option to re-enter the EDT web page.



MINISTRY OF HEALTH AND LONG-TERM CARE



Your session has ended. Please click below to re-establish your session, or close your browser.

[Re-enter Application](#)

Reminder: Please log out of your session when not in use.

[ACCESSIBILITY](#) | [PRIVACY](#)

Last Modified: 2019-05-17

When a user decides to re-enter the application, the following screen is displayed.


The screenshot shows the Ontario GO Secure login interface. At the top left is the Ontario logo, and at the top right is the text "Français". Below the logo is a green gradient bar. The main content area features the "GO SECURE" logo on the left, followed by the text: "Providing secure online resources for individuals within the Ontario Government and the Broader Public Sector." Below this is a link for "GO Secure Profile" with the subtext "See your profile, change your password or security questions". To the right are input fields for "GO Secure ID" and "Password", with a "Sign In" button below them. Further right, there is a section for "Or, if you have a PKI certificate:" with a "Log in with PKI" button. At the bottom of the main content area are links for "Forgot your ID or password?" and "Don't have a GO Secure account? Register Now.". A footer contains "ACCESSIBILITY | PRIVACY | FAQ" on the left and "© QUEEN'S PRINTER FOR ONTARIO, 2012-13 | ENV ID: UAT LAST MODIFIED: 2019-11-13 11:34:22" on the right.

5.2 EDT Portal Error Messages

5.2.1 Invalid File Extension

The screenshot shows the Ontario Ministry of Health and Long-Term Care File Upload page. At the top left is the Ontario logo, and at the top right is the text "Français". Below the logo is the text "MINISTRY OF HEALTH AND LONG-TERM CARE". A dark blue navigation bar contains the links "MAIN | DESIGNATED ACCOUNTS | ADD DESIGNEE" and "LOGOUT". The main content area is titled "File Upload" and displays a red error message: "File Upload Unsuccessful" followed by "The filename extension of the file to be uploaded is not valid for the provided resource type". Below the error message are three mandatory fields: "Select a MOH ID:" with a dropdown menu, "Select file to upload:" with a "Choose File" button and the text "No file chosen", and "Select file type:" with a dropdown menu showing "ADP Vendor Electronic Invoice (TXT)". A legend at the bottom right indicates "* - Mandatory Fields". At the bottom of the main content area are three buttons: "Upload", "Clear", and "Home". A footer contains "CONTACT US | PRIVACY | IMPORTANT NOTICES" on the left and "© QUEEN'S PRINTER FOR ONTARIO, 2012 | LAST MODIFIED: 2019-05-16" on the right.

5.2.2 File Type is not selected

Ontario 

MINISTRY OF HEALTH AND LONG-TERM CARE

Français

MAIN | DESIGNATED ACCOUNTS | ADD DESIGNEE LOGOUT

File Upload

File Upload Unsuccessful
File type must be selected

Select a MOH ID :


Select file to upload : No file chosen

Select file type :

* - Mandatory Fields

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5.2.3 A File Must Be Selected

Ontario 

MINISTRY OF HEALTH AND LONG-TERM CARE

Français

MAIN | DESIGNATED ACCOUNTS | ADD DESIGNEE LOGOUT

File Upload

File Upload Unsuccessful
A File must be selected

Select a MOH ID :

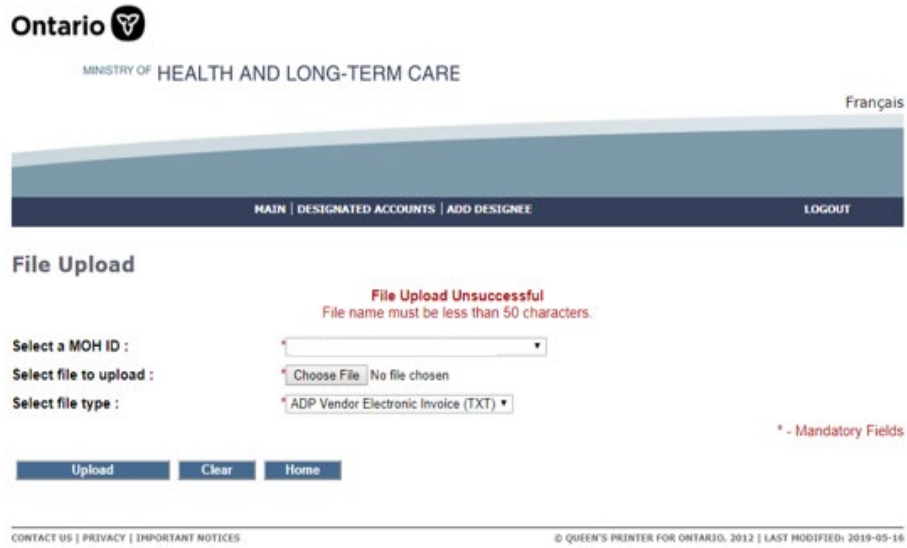
Select file to upload : No file chosen


Select file type :

* - Mandatory Fields

CONTACT US | PRIVACY | IMPORTANT NOTICES © QUEEN'S PRINTER FOR ONTARIO, 2012 | LAST MODIFIED: 2019-05-16

5.2.4 File Name Must be less than 50 characters



Ontario  MINISTRY OF HEALTH AND LONG-TERM CARE Français

MAIN | DESIGNATED ACCOUNTS | ADD DESIGNEE LOGOUT

File Upload

File Upload Unsuccessful
File name must be less than 50 characters.

Select a MOH ID :

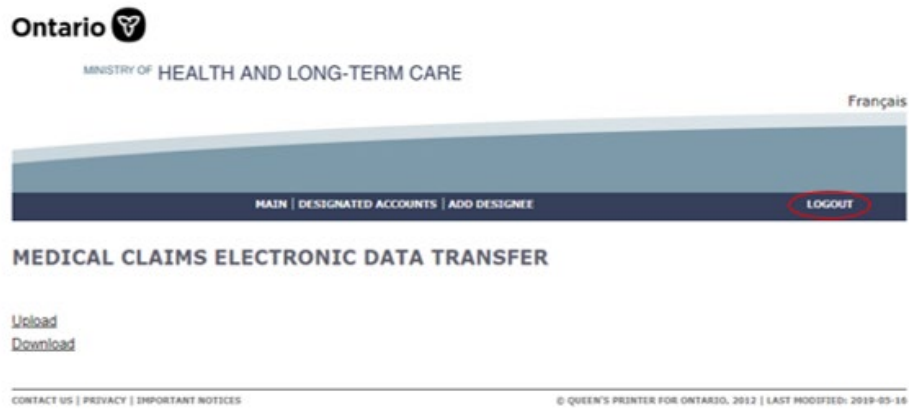
Select file to upload : No file chosen


Select file type :

* - Mandatory Fields

CONTACT US | PRIVACY | IMPORTANT NOTICES © QUEEN'S PRINTER FOR ONTARIO, 2012 | LAST MODIFIED: 2019-05-16

5.3 Log Out



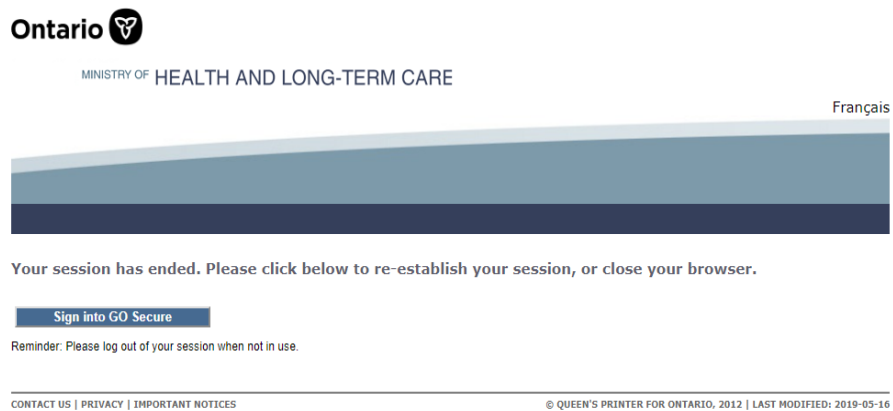
Ontario  MINISTRY OF HEALTH AND LONG-TERM CARE Français


MAIN | DESIGNATED ACCOUNTS | ADD DESIGNEE **LOGOUT**

MEDICAL CLAIMS ELECTRONIC DATA TRANSFER

[Upload](#)
[Download](#)

CONTACT US | PRIVACY | IMPORTANT NOTICES © QUEEN'S PRINTER FOR ONTARIO, 2012 | LAST MODIFIED: 2019-05-16



Ontario  MINISTRY OF HEALTH AND LONG-TERM CARE Français

Your session has ended. Please click below to re-establish your session, or close your browser.

Reminder: Please log out of your session when not in use.

CONTACT US | PRIVACY | IMPORTANT NOTICES © QUEEN'S PRINTER FOR ONTARIO, 2012 | LAST MODIFIED: 2019-05-16

5.4 MC EDT Web Go Secure Registration

Step 1: Close any open Internet browser sessions. All other internet browsers must be closed during the registration process.

Step 2: Open a new Internet browser session and key <https://www.edt.health.gov.on.ca>

Step 3: At the **GO Secure Login** screen, select **'Register Now'**.

Ontario Français

GO SECURE

Providing secure online resources for individuals within the Ontario Government and the Broader Public Sector.

GO Secure Profile
See your profile, change your password or security questions

GO Secure ID :

Password :

Or, if you have a PKI certificate:

Forgot your ID or password?

Don't have a GO Secure account? Register Now.

ACCESSIBILITY | PRIVACY | FAQ © QUEEN'S PRINTER FOR ONTARIO, 2012-13 | ENV ID: UAT
LAST MODIFIED: 2023-11-28 15:30:16

Step 4: At the **Registration: Step 1 of 2** screen, key first name, last name and active email address and Click "Next" button

Ontario **GO SECURE LOGIN** Français

Registration : Step 1 of 2

Step 1 of 2 : Basic information Notice of Collection

* indicates required fields

* First Name

Middle Name

* Last Name

* Display Name

* Email

© QUEEN'S PRINTER FOR ONTARIO, 2012-13 | ENV ID: UAT
LAST MODIFIED: 2023-11-28 15:30:16

Notes:

- The e-mail address should not have been used or already used in GoSecure.
- An email address can only be associated to one GO Secure account.
- It is strongly recommended to use a vendor/company e-mail and not a personal e-mail.

Step 5: At the **Registration: Step 2 of 2** screens, provide a password following the password policy as indicated on the page. Also, set-up the challenge questions and answers. Click “Register” button when done.

Registration : Step 2 of 2

Step 2 of 2 : Login Information and Security Information

Select a Password:

* GO Secure ID (Email Address)

luggz@yahoo.com

* Password

* Confirm

Password Policy

- Must not match or contain first name.
- Must not match or contain last name.
- Must not match or contain user ID.
- Must be at least 8 characters and less than 17
- Must contain lower case letter(s)
- Must contain number(s)
- Must contain upper case letter(s)
- Must contain symbol(s) such as !, @, #, %
- Must start with a letter.
- Cannot repeat a letter 3 times or more.
- Passwords must match

Set your challenge questions and answers:

The Challenge Questions and Answers are used if you forget your password and need to reset it.

* Question 1

* Answer 1

* Question 2

* Answer 2

* Question 3

* Answer 3

Cancel <Back Register

Step 6: At the **GO Secure Terms and Conditions of Use** screen, select ‘Accept’.

Ontario GO SECURE LOGIN

Environment: uat

GO Secure Login Terms and Conditions of Use

In return for the Ministry of Government Services providing you with a GO Secure Login ID, you agree to abide by the following Terms and Conditions of Use:

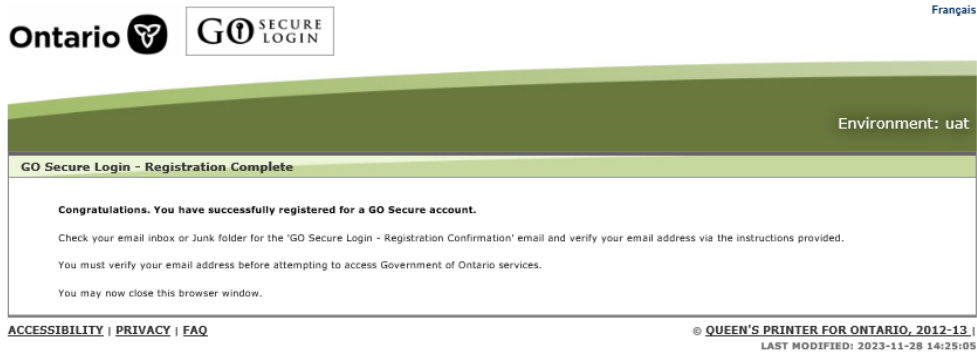
1. You understand and accept that you are at all times responsible for your GO Secure Login ID, Password and Recovery Questions and Answers.
2. If you suspect that others have obtained them, you are responsible for changing your GO Secure Login ID and/or password.
3. You understand and accept that the Government of Ontario can revoke your GO Secure Login ID for security or administrative reasons.
4. You understand and accept that the Government of Ontario disclaims all liability (except in cases of gross negligence or willful misconduct) in relation to the use of, delivery of or reliance upon the GO Secure Login service.
5. You understand and accept that a record of your registration will be kept in accordance with the **Archives and Record Keeping Act** even if you choose to delete your GO Secure Login account. Your account will be removed permanently seven years after it is deleted.
6. Some GO Secure Login Enabled Services may have service-specific Acceptable Use Policies. Please refer to each service's web pages for details.

Cancel Accept

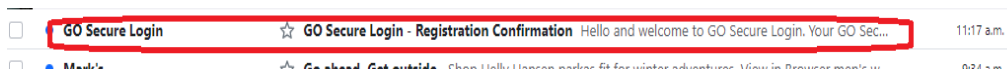
ACCESSIBILITY | PRIVACY | FAQ

© QUEEN'S PRINTER FOR ONTARIO, 2012-13 |
LAST MODIFIED: 2023-11-28 14:25:05

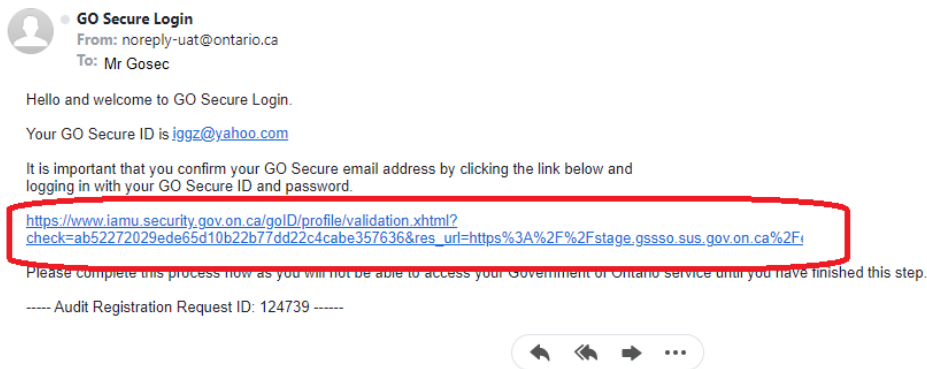
Step 7: At the **GO Secure Login – Registration Complete** screen, close the Internet browser.



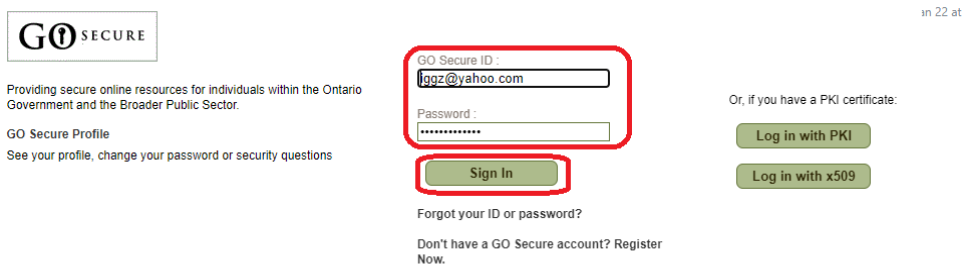
Step 8: Open the e-mail you used for registration. Look for the system generated e-mail from GoSecure. Depending on your e-mail settings, the e-mail may be found in your spam/junk folder.



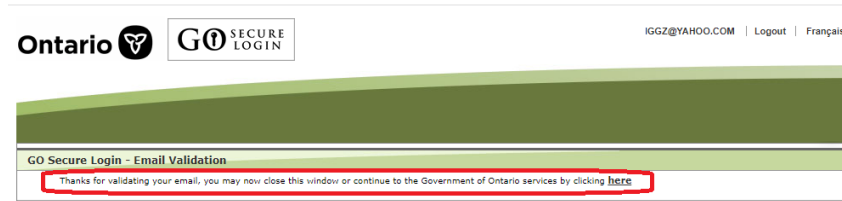
Step 9: Click on the link to confirm your e-mail. You will be redirected to the GoSecure site.



Step 10: At the **GO Secure Login** screen, key in your **GO Secure ID** (your email address) and password and click the “Sign In” button



Step 11: At the **GO Secure Login – Email Validation** screen, **Logout and close the browser**

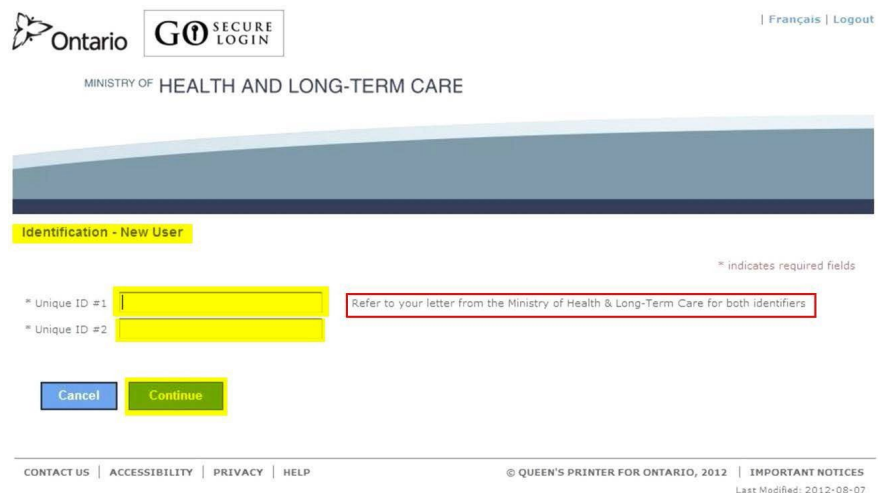


Step 12: Start the web browser and key in <https://www.edt.health.gov.on.ca> to login.

Step 13: At the **Identification** screen, choose **'New User'** from the drop-down menu.



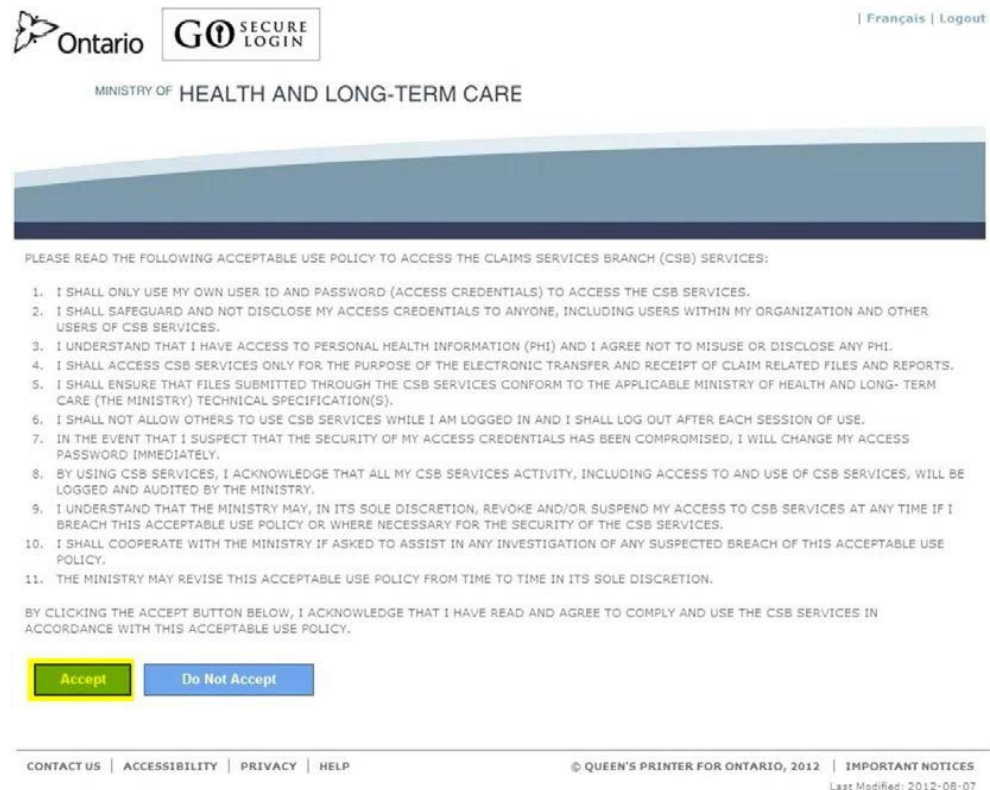
Step 14: At the **Identification (New User)** screen, key in your unique identifiers (refer to page 2 above), select **'Continue'** then proceed to step 23.



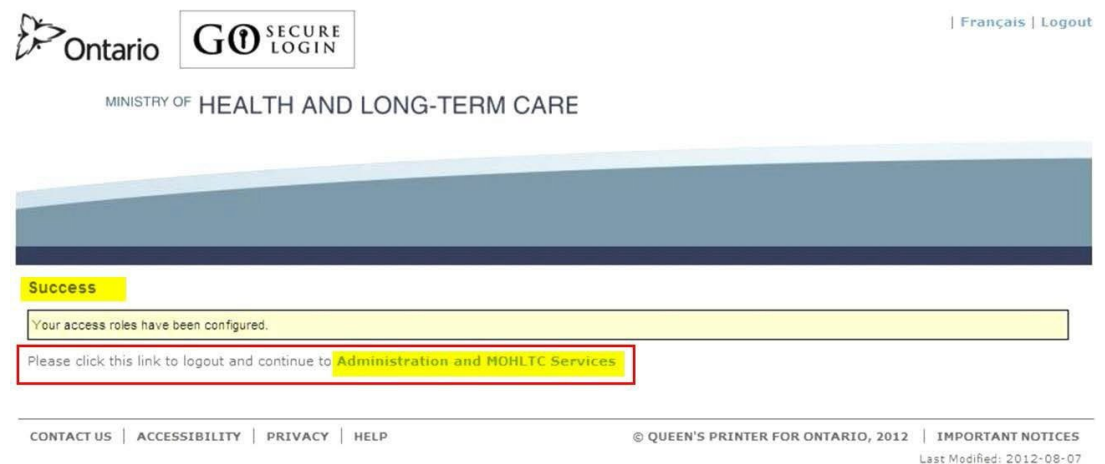
Unique Identifier No. 1: Your vendor #

Unique Identifier No. 2: Shared Secret – last 4 digits of your bank account associated with the vendor number which is registered with the lowest numerical value.

Step 15: At the Acceptable Use Policy screen, select ‘Accept’.



Step 16: At the ‘Success’ screen, select link to logout of the session and close your Internet browser.



Step 17: Open a new Internet browser session and key in <https://www.edt.health.gov.on.ca>

Step 18: At the GO Secure Login screen, key in your GO Secure ID (your email address) and password and click the ‘Sign In’ button.

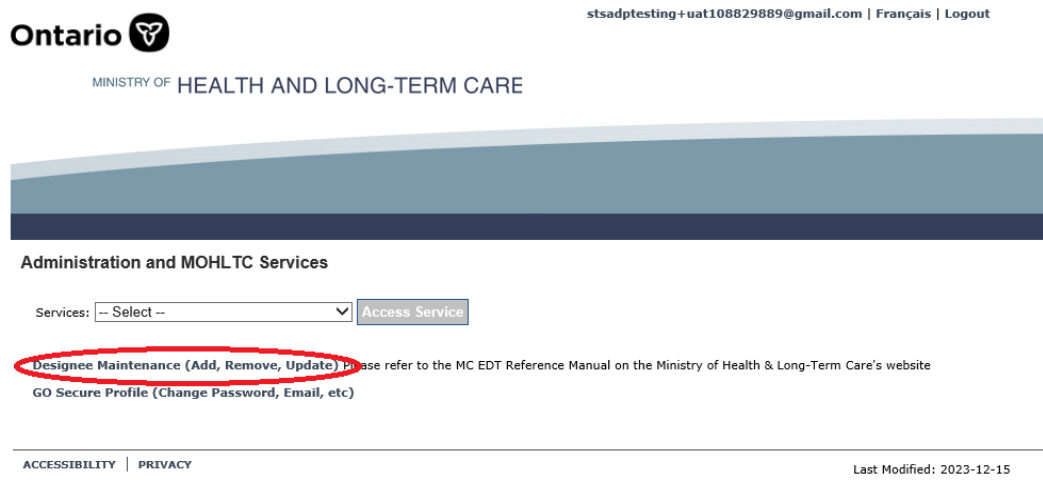
This completes the registration process.

5.5 Designee Maintenance

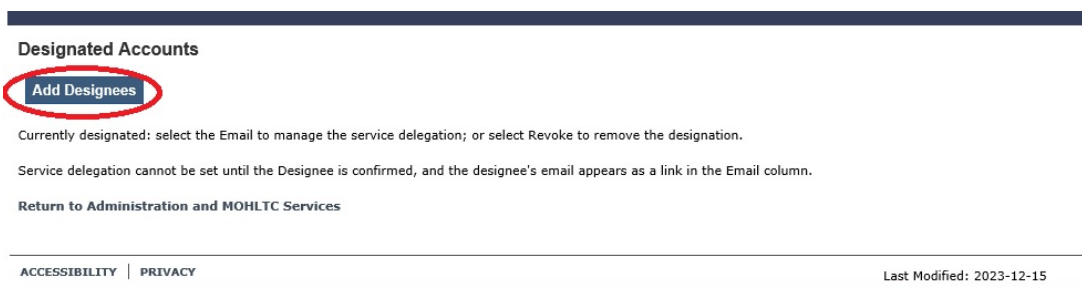
Primary account user adds a designee. Shared secret PIN should be given by the primary account holder to the designee. If there's no shared PIN, the designee account isn't validated yet and the must look for the validation e-mail from Go Secure and follow the instructions.

5.5.1 Adding a Designee

Step 1: Click on the “Designee Maintenance” link from the Administration and Services page.



Step 2: Click on the “Add Designees” button




Step 3: Key in the name and e-mail of the designee and click the save button

Ontario 
MINISTRY OF HEALTH AND LONG-TERM CARE

Designee Details
Fill in the designee's information below:
If the designee already has GO Secure access, they will be found by their email address.

* Full Name * indicates required fields
* Email (ex. denis.martin@hero.ca)

Step 4: Next screen will indicate that the user has been added

Ontario 
MINISTRY OF HEALTH AND LONG-TERM CARE

User Designee One has been saved successfully.
Instructions have been emailed to the user.

Designee Details
Designee One
miggz@yahoo.com

ACCESSIBILITY | PRIVACY Last Modified: 2023-12-11

Notes:

Your designee must accept the designation and then you must authorize their permissions for them to use MC EDT.

You will receive an email from GO Secure with the subject, “Designate Shared Secret” that contains the system generated “shared secret”. You must provide it to your designee for them to accept your designation. The shared secret is also displayed in the Designated accounts screen.

Designated Accounts

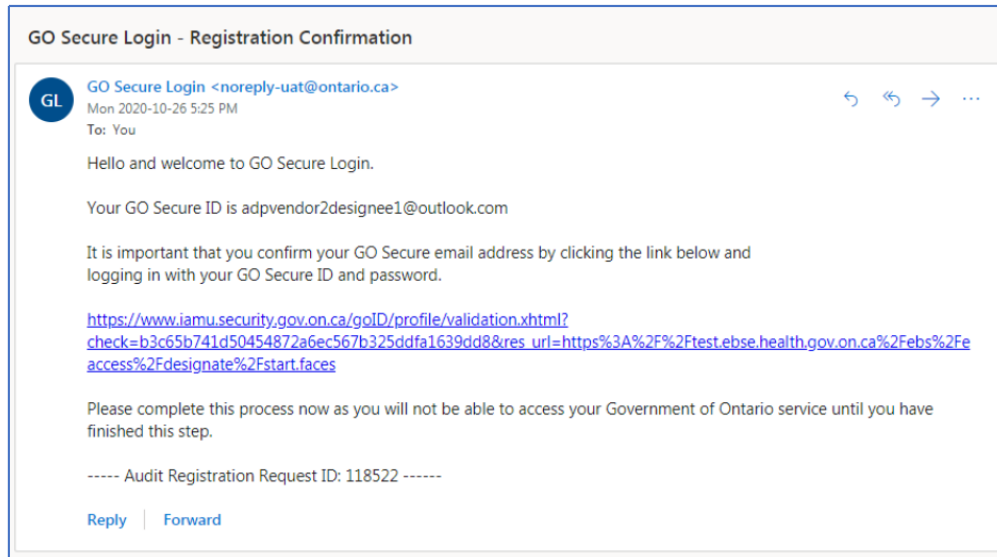
Currently designated: select the Email to manage the service delegation; or select Revoke to remove the designation.

Service delegation cannot be set until the Designee is confirmed, and the designee's email appears as a link in the Email column.

List of Designated Accounts

Email	Full Name	Service Access	Shared Secret	Re-notification	Revoke Designation
adpvendor2designee1@outlook.com	Designee One	Confirmed	Secret	Re-send email	Revoke
testclaim001@gmail.com	Test Eclaim	Confirmed		Re-send email	Revoke

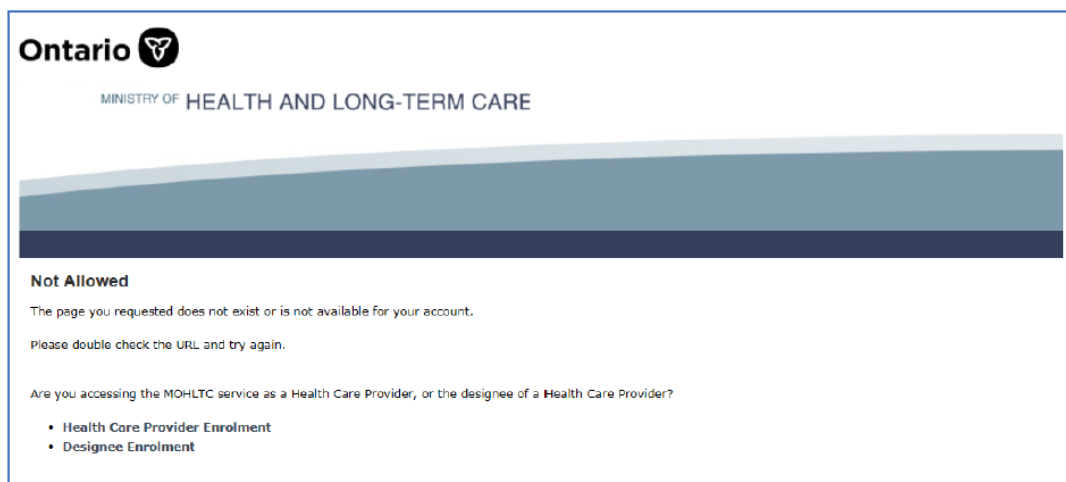
Step 5: Designee will receive an e-mail. Read and follow the instructions carefully.



Note:

If you are SHARING a computer, your designee will not be allowed to register and accept your designation if you are signed into MC EDT. You must select the hypertext “Logout” in the top right corner of the screen to navigate to the GO Secure Login screen. Close your Internet browser to allow the designee to complete their registration and acceptance of the designation.

Step 6: After clicking the confirmation link, the account will be validated and designee will be taken to the shared secret screen.

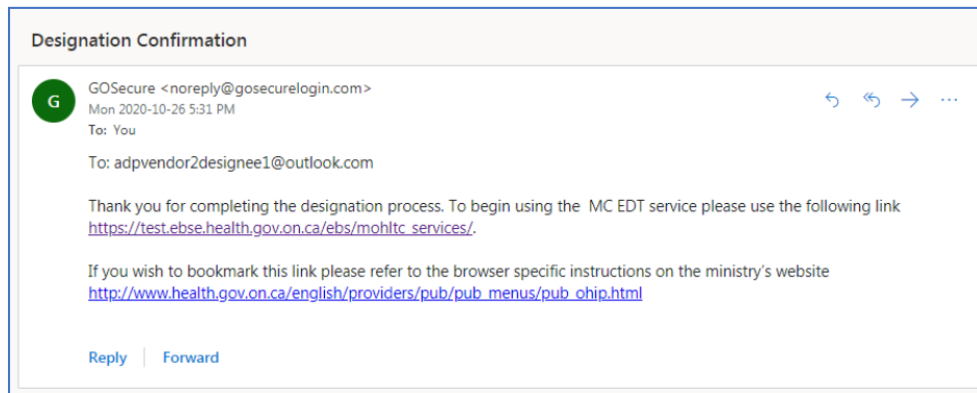


The screenshot shows the 'Designate Shared Secret' form. At the top left is the Ontario logo and the text 'MINISTRY OF HEALTH AND LONG-TERM CARE'. At the top right is the user email 'adpvendor2designee1@outlook.com', the language 'Français', and a 'Logout' link. Below the header is a decorative blue gradient bar. The main heading is 'Designate Shared Secret'. Below it is the instruction 'Please enter the shared secret to confirm your access.' and a red asterisk note '* indicates required fields'. There are two input fields: '* Shared Secret' and '* Confirm Secret'. At the bottom left are 'Cancel' and 'Continue' buttons.

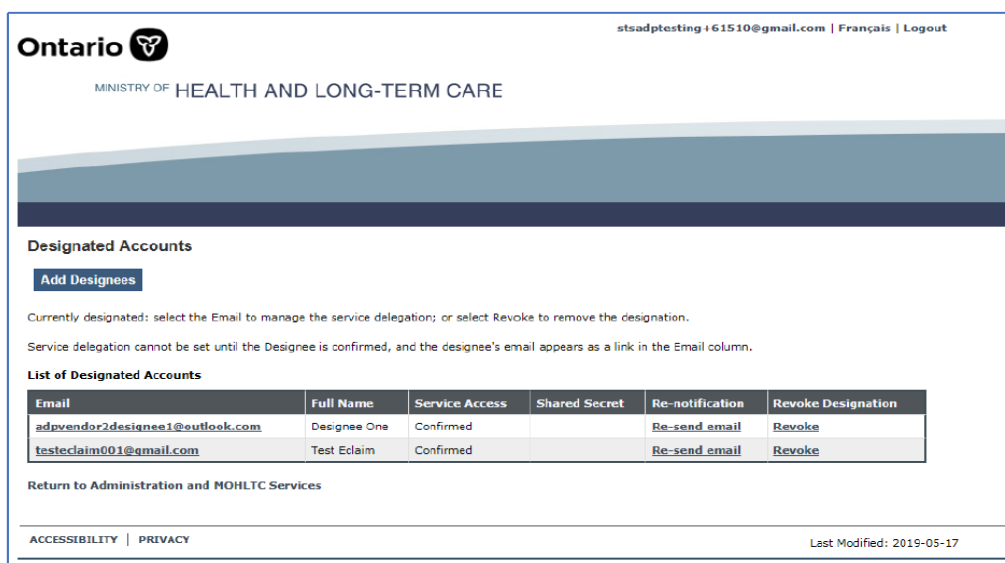
Step 7: After keying in the secret PIN, the designee must review and accept the acceptable use policy.

The screenshot shows the 'Acceptable Use Policy For Electronic Business Services' page. At the top left is the Ontario logo and the text 'MINISTRY OF HEALTH AND LONG-TERM CARE'. At the top right is the user email 'adpvendor2designee1@outlook.com', the language 'Français', and a 'Logout' link. Below the header is a decorative blue gradient bar. The main heading is 'Acceptable Use Policy For Electronic Business Services'. Below it is the instruction 'Please read the following Acceptable Use Policy to access ministry Electronic Business Services:'. There is a list of 11 numbered items detailing the policy. Below the list is the text 'By clicking the ACCEPT button below, I acknowledge that I have read and agree to comply and use the Electronic Business Services in accordance with this Acceptable Use Policy.' At the bottom are 'Accept' and 'Do Not Accept' buttons. At the very bottom, there are links for 'ACCESSIBILITY' and 'PRIVACY', and the text 'Last Modified: 2019-05-17'.

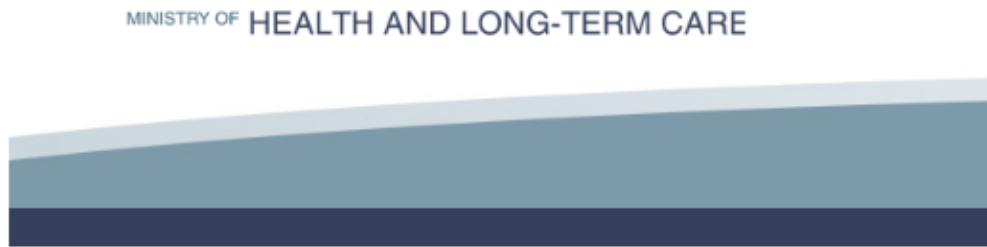
Step 8: After completing the designee enrollment, the designee can now log into Go Secure at <https://www.edt.health.gov.on.ca>



Step 9: Designee's service access status of "Confirmed" on the primary account holder's screen confirms the successful creation of a delegate account.



Step 10: Primary account holder must review, authorize and save permissions.



Designee Name: ADP Vendor 2

MOH ID: 2015732

Select All

Remove All

UPLOAD PERMISSIONS

UPLOAD	PERMISSIONS
ADP Vendor Electronic Claim (XML)	<input checked="" type="checkbox"/>
ADP Vendor Electronic Invoice (TXT)	<input checked="" type="checkbox"/>
ADP Vendor Electronic Renewal (XML)	<input checked="" type="checkbox"/>

DOWNLOAD PERMISSIONS

DOWNLOAD	PERMISSIONS
ADP Vendor Report PDF	<input checked="" type="checkbox"/>
ADP Vendor Report Excel	<input checked="" type="checkbox"/>
Home Oxygen Vendor Report PDF	<input checked="" type="checkbox"/>
Home Oxygen Vendor Report Excel	<input checked="" type="checkbox"/>
ADP Vendor Electronic Submission Report (PDF)	<input checked="" type="checkbox"/>

Save

Return to [Designated Accounts](#)

6. e-Submission Status Report

The e-Submission report will be issued in PDF format only and will be available for your review regardless the submission status. Refer to Appendix [7.5](#) for a list of eSubmission statuses

Step 1: Login to GoSecure - Refer to Appendix [7.1](#)

Step 2: User Selects “Download” link.



Step 3: User selects “Download” links with the File Type VSP to initiate e-Submission Status Report download process.

The screenshot shows the Ontario Ministry of Health and Long-Term Care portal. At the top left is the Ontario logo and the text 'MINISTRY OF HEALTH AND LONG-TERM CARE'. At the top right is the text 'Français'. Below this is a navigation bar with links for 'MAIN | DESIGNATED ACCOUNTS | ADD DESIGNEE' and 'LOGOUT'. The main heading is 'Available Reports'. Below this heading, there are navigation links: '1 / 1 First Previous Next Last'. The table is titled 'List of Reports/Files for MOH ID 106022'.

File Type	Subject	File Name	Date	Status	Download
VSP	ADP Vendor Electronic Submission Report (PDF)	106022-ADPeSubReport-14Nov2019.pdf	2019-11-14	Available	Download
VSP	ADP Vendor Electronic Submission Report (PDF)	106022-ADPeSubReport-6Nov2019.pdf	2019-11-06	Downloaded	Download
VSP	ADP Vendor Electronic Submission Report (PDF)	106022-ADPeSubReport-6Nov2019.pdf	2019-11-06	Downloaded	Download

When an individual status report is downloaded the status changes from “Available” to “Downloaded”.



Available Reports


1 / 1 First Previous Next Last

List of Reports/Files for MOH ID 106022

File Type	Subject	File Name	Date	Status	Download
VSP	ADP Vendor Electronic Submission Report (PDF)	106022-ADPeSubReport-14Nov2019.pdf	2019-11-14	Downloaded	Download
VSP	ADP Vendor Electronic Submission Report (PDF)	106022-ADPeSubReport-6Nov2019.pdf	2019-11-06	Downloaded	Download
VSP	ADP Vendor Electronic Submission Report (PDF)	106022-ADPeSubReport-6Nov2019.pdf	2019-11-06	Downloaded	Download

Note: e-Submission Status Report includes status on all e-submissions, i.e. claims, renewals, and invoices submitted by the ADP Vendor will be reported in the same e-Submission Status Report. Section 3 contains more details on eInvoice part of the e-Submission Status Report.

6.1 e-Submission Status Report – Sample

Ministry of Health Assistive Devices Program 5700 Yonge Street, 7th Floor Toronto ON M2M 4K5 www.health.gov.on.ca/adp	Ministère de la Santé Programme d'appareils et accessoires fonctionnels 5700, rue Yonge, 7e étage Toronto (Ontario) M2M 4K5 www.health.gov.on.ca/paaf	Ontario 						
Tel: 416-327-8804 Fax: 416-327-8192 Toll Free: 1-800-268-6021 TTY: 416-327-4282 E-mail: adp@ontario.ca	TÉL: 416-327-8804 TÉLÉC: 416-327-8192 Sans frais: 1-800-268-6021 ATS: 416-327-4282 Courriel: adp@ontario.ca							
E-Submission Status Report								
<table><tr><td>Vendor/Head Office Number:</td><td>123456</td></tr><tr><td>Vendor/Head Office Name:</td><td>ABCXYZ Vendor</td></tr><tr><td>Report Date:</td><td>November 11, 2019</td></tr></table>			Vendor/Head Office Number:	123456	Vendor/Head Office Name:	ABCXYZ Vendor	Report Date:	November 11, 2019
Vendor/Head Office Number:	123456							
Vendor/Head Office Name:	ABCXYZ Vendor							
Report Date:	November 11, 2019							

E-Claim Submission Report

Vendor/Head Office Number:	123456
Vendor/Head Office Name:	ABCXYZ Vendor

Submitted Date/Time	File Name	Status	Error Description <i>Only the first 20 file validation errors include per file</i>
2019-11-12 13:15:38	HDClaim_2019-11-14.xml	Received	
2019-11-14 13:30:35	HDClaim_2019-11-14.xml	Accepted	
2019-11-13 09:12:56	HDClaim_2019-11-13	Fail	1. File size exceeds the allowable file size.

E-Renewal Submission Report

Vendor/Head Office Number:	123456
Vendor/Head Office Name:	ABCXYZ Vendor

Submitted DateTime	File Name	Status	Error Description <i>Only first 20 file validation errors included per file</i>
2023-12-04 14:15:15	TC-22_data.xml	Fail	1. Claim not eligible for eRenewal. Please contact ADP.
2023-12-04 14:16:37	TC-23_data.xml	Fail	1. rtCGM claim is not found.
2023-12-04 14:22:16	TC-25_data.xml	Fail	1. Invalid Renewal Form Version.
2023-12-01 10:47:54	TC-18_data.xml	Accepted	

E-Invoice Submission Report

Vendor/Head Office Number:	123456
Vendor/Head Office Name:	ABCXYZ Vendor
File Name:	123465_2019-11-14.txt
Upload Date:	2019/11/14
Upload Status:	Failed to Upload
Number of Records Uploaded:	0
Total Amount Uploaded:	\$0.00

Vendors Found Within e-Invoice File

Vendor Number	Vendor Name

File Upload Errors

Error	Error Description


Line Errors (only first 100 errors displayed)

Line Number	Error	Error Description
1	10	Incorrect format of Service Start Date
1	11	Incorrect format of Service End Date

7. Appendixes

7.1 Login to Go Secure (<https://www.edt.health.gov.on.ca>).

Enter the Go Secure ID (e-mail) and Password and click “Sign In”

Ontario  Français

Environment: gdc

GO SECURE

Providing secure online resources for individuals within the Ontario Government and the Broader Public Sector.

GO Secure Profile
See your profile, change your password or security questions

GO Secure ID :

Password :

Or, if you have a PKI certificate:

Forgot your ID or password?
Don't have a GO Secure account? Register Now.

ACCESSIBILITY | PRIVACY | FAQ

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LAST MODIFIED: 2019-07-14 05:17:39

Click “Continue” to access Administration and MOHLTC Services page.

MINISTRY OF HEALTH AND LONG-TERM CARE

Welcome to eBSE

Welcome to the electronic Business Services Enrolment (eBSE) application, the access point for electronic business services, such as the Medical Claims Electronic Data Transfer (MC EDT) and electronic Submission of supporting documentation (eSubmit) applications.

When you have completed your work, please log out and close your browsers, as defined in the Acceptable Use Policy

ACCESSIBILITY | PRIVACY

Last Modified: 2019-05-17

Select MC EDT Service from Administration and MOHLTC Services and click “Access Service”

MINISTRY OF HEALTH AND LONG-TERM CARE

Administration and MOHLTC Services

Services:

Designee Maintenance (Add, Remove, Update) Please refer to the MC EDT Reference Manual on the Ministry of Health & Long-Term Care's website
GO Secure Profile (Change Password, Email, etc)

ACCESSIBILITY | PRIVACY

Last Modified: 2019-05-17

7.2 File Specification

1. **File Format.** E-Claim/E-Renewal must be an XML file.
2. **File Size.** Maximum file size allowance is 100KB.
3. **File Layout –** File format must be XML file that matches the xml file created from the current PDF application or renewal form.
4. **File Content.**
 - File must not be empty.
 - File must contain combination of client’s name and date of birth that matches client’s OHIP profile.
 - File must contain only acceptable characters – Refer to Appendix [7.3](#).
 - Files containing non-acceptable special characters will be rejected.
5. **File Name.**

There are no file name restrictions except maximum length. The claim or renewal XML file for submission cannot be longer than **50** characters including the dot and the file extension (.xml).

Please note:

- File name is alphanumeric, it should only contain 0-9, A-Z (upper or lower).
- The following special characters can be included in the file name:

-	Hyphen
_	Underscore
	Space
.	Period (dot)
'	Single quote
#	Number sign

It’s recommended to name files in a way to get your work well organized and efficient:

<Device Category Claim_ File Internal Number_ YYYYMMDD>.xml or <Device Category Renewal_ File Internal Number_ YYYYMMDD>.xml

Samples:

HDClaim_1_2018-12-01.xml
rtCGMRenewal_1_2018-12-01.xml

7.3 List of acceptable characters in eClaim (XML) file

Symbol	Description	Symbol	Description
	Space	Q	Uppercase Q
!	Exclamation mark	R	Uppercase R
"	Double quotes	S	Uppercase S
#	Number	T	Uppercase T
\$	Dollar	U	Uppercase U
&	Ampersand	V	Uppercase V
'	Single quote	W	Uppercase W
(Open parenthesis	X	Uppercase X
)	Close parenthesis	Y	Uppercase Y
*	Asterisk	Z	Uppercase Z
+	Plus	\	Backslash
,	Comma	_	Underscore
-	Hyphen	`	Grave accent
.	Period, dot or full stop	a	Lowercase a
/	Slash or divide	b	Lowercase b
0	Zero	c	Lowercase c
1	One	d	Lowercase d
2	Two	e	Lowercase e
3	Three	f	Lowercase f
4	Four	g	Lowercase g
5	Five	h	Lowercase h
6	Six	i	Lowercase i
7	Seven	j	Lowercase j
8	Eight	k	Lowercase k
9	Nine	l	Lowercase l
:	Colon	m	Lowercase m
;	Semicolon	n	Lowercase n
?	Question mark	o	Lowercase o
@	At symbol	p	Lowercase p
A	Uppercase A	q	Lowercase q
B	Uppercase B	r	Lowercase r
C	Uppercase C	s	Lowercase s
D	Uppercase D	t	Lowercase t
E	Uppercase E	u	Lowercase u
F	Uppercase F	v	Lowercase v
G	Uppercase G	w	Lowercase w
H	Uppercase H	x	Lowercase x
I	Uppercase I	y	Lowercase y

J	Uppercase J	z	Lowercase z
K	Uppercase K	{	Opening brace
L	Uppercase L	}	Closing brace
M	Uppercase M	~	Equivalency sign - tilde
N	Uppercase N	O	Uppercase O
P	Uppercase P	û	u-circumflex
Ç	C-cedilla	ù	u-grave accent
é	e-acute	Ê	E-circumflex
â	a-circumflex	Ë	E-umlaut
ä	a-umlaut	È	E-grave accent
à	a-grave accent	Î	I-circumflex
ç	c-cedilla	Ï	I-umlaut
ê	e-circumflex	Ô	O-circumflex
ë	e-umlauts	Û	U-circumflex
è	e-grave accent	½	Fraction 12
ï	i-umlaut	¼	Fraction 14
î	i-circumflex	¾	Fraction 34
Ä	A-umlaut	÷	Divide
É	E-acute	×	Times

7.4 List of File Load Errors

#	File Condition	Error Message
1	File Size exceeds maximum allowable file size	<i>File size exceeds the allowed file size.</i>
2	File Extension is not “.XML”	<i>Invalid File Extension.</i>
3	File name does not match the file name standard for E-Claim file submissions (i.e., special or non-English characters that are not allowed).	<i>Invalid File Name</i>
4	File Format is not XML and/or it does not match xml file created from the current PDF form.	<i>Invalid File Format.</i>
5	Submitter does not exist in the current system i.e., the Submitter’s Go Secure account (MOH ID) is not found in the system	<i>Invalid File Name</i>
6	File Submitted is an empty file	<i>File is Empty</i>

7	File submitted contains combination of client's name and date of birth that does not match client's OHIP profile	<i>Invalid Client Biographical Information</i>
8	File submitted contains non-acceptable special characters	<i>Invalid special character(s) used. Please refer to specification for valid characters</i>
9	An invalid application form version is submitted	<i>Invalid Application Form Version</i>
10	The gatekeeper date is missing (Except on a 9-month Oxygen Claim)	<i>Gatekeeper Signature Date is required</i>

7.5 eSubmission Report Statuses

- **Received.** The submission file, e-claim/e-renewal is received.
- **Fail.** The submission file failed format checking and was rejected. Maximum of 20 errors per e-claim/e-renewal submission will be reported. Please correct the error(s) and resubmit.
- **Accepted.** The submission file, e-claim/e-renewal has been accepted and it's pending for adjudication. The submission file processing results (approved or not approved) will continue to be available on the bi-weekly remittance advice, same as before.

7.6 Additional eSubmission Notes

Please see the implementation schedule to determine the date available for eSubmission.

- A successful upload does not mean a claim/renewal is accepted and approved. Refer to the eSubmission report to confirm.
- Once a claim/renewal has been submitted to the Ministry, the submission cannot be retrieved, amended, and reused. Updates to the submission can be sent again as a new submission – if required.
- The status report regarding ADP Vendor submission will be provided on MC-EDT web site after the submission has been processed. As per data retention policy, e-submission status reports will be available for download for twelve (12) months. See Section 2.3 for more details.
- Submitted electronic claim/renewal files will be loaded and e-submission status report will be available within three (3) business days.

- Vendors are expected to maintain submitted files in the event a submission cannot be accessed. Submitted files should also be retained for audit purpose.
- One claim/renewal per XML file submission is required.
- All general claim submission policies and processes will continue to apply with the electronic claim submission. Please retain original claims on file for audit purposes.
- The system will validate file upload format (see an outline of formatting rules provided in **Section 2.2**). The result will be reported in the e-submission status report.
- If the system cannot read any portion of the file submitted because of a formatting error, the entire claim file will be rejected, and first twenty (20) file load errors will be provided to the vendor in the e-submission status report. *Please refer to Section 2.3 on more details on e-Submission Report.*
- The current vendor remittance advice report will continue bi-weekly. The vendor will receive confirmation of the claim approval status in the next vendor remittance advice report published.
- Claims that are under review and require a correction can be resubmitted electronically. A summary of the new rules associated with claim resubmission is also provided in **Section 2.2**.

7.7 Electronic Claim/Renewal File Load Rejection Because of Formatting Error

If the claim/renewal file fails to load because of a formatting error (as indicated in section 2.2.1/4.2.1), the system will **not** process the claim submitted and the eSubmission Status Report will be generated and sent back.

Refer to Appendix [7.4](#) for a List of File Load Errors

When e-claim/e-renewal file cannot be loaded into the system, the submitted file will be deleted but the following information will be saved in the system and reported back: Submitter (MOH ID), Submitter Type (Vendor/Head Office), File Name, Submitted Date/Time, Loaded Date/Time, Load Status.

7.8 Validation Errors

Once e-claim/eRenewal file is successfully loaded into the system it will be validated for the content formatting rules. The system reads and validates the format of each record in XML file, and if the data element is not aligned with the formatting requirement (type, size, and valid options), the system produces the appropriate error message. Validation errors encountered during the file load processing will be reported back to ADP Vendors in the e-Claim/eRenewal Submission Report.