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Assistive Devices Program

Technical Specification for Electronic Submissions

Effective Date: January 1, 2024

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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
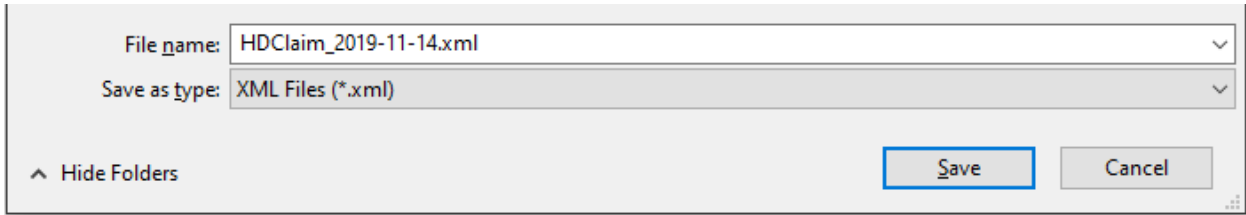
Note: Application forms can be downloaded from the Assistive Devices Program for health care professionals web page

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>.

File name:	HDClaim_2019-11-14.xml	⌄
Save as type:	XML Files (*.xml)	⌄

⌃ Hide Folders   Save   Cancel

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.
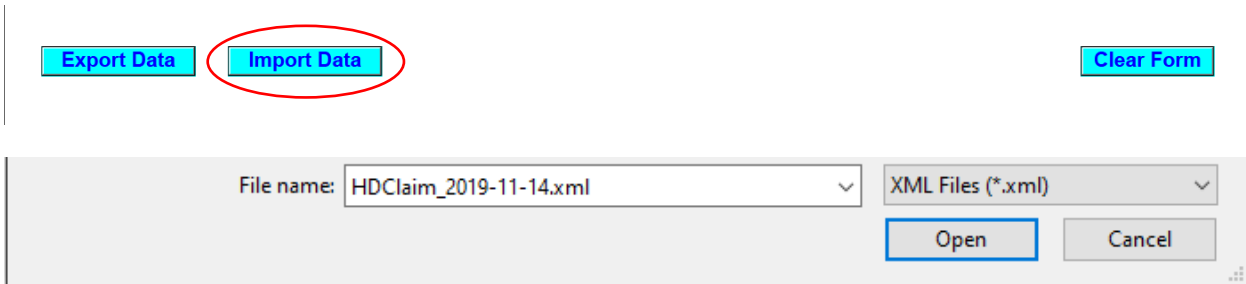
Export Data   Import Data   Clear Form

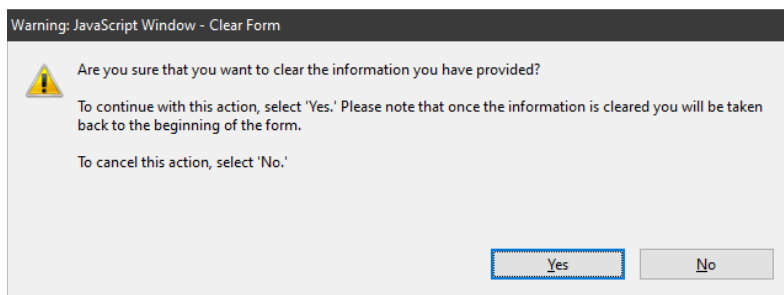| File name:	HDClaim_2019-11-14.xml	⌄	XML Files (*.xml)	⌄
			Open	Cancel

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.

Export Data   Import Data   Clear Form

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

Warning: JavaScript Window - Clear Form

⚠ Are you sure that you want to clear the information you have provided?

To continue with this action, select 'Yes.' Please note that once the information is cleared you will be taken back to the beginning of the form.

To cancel this action, select 'No.'

Yes   No

Step 4: Login to GoSecure - Refer to Appendix 7.1

Step 5: User selects upload link.

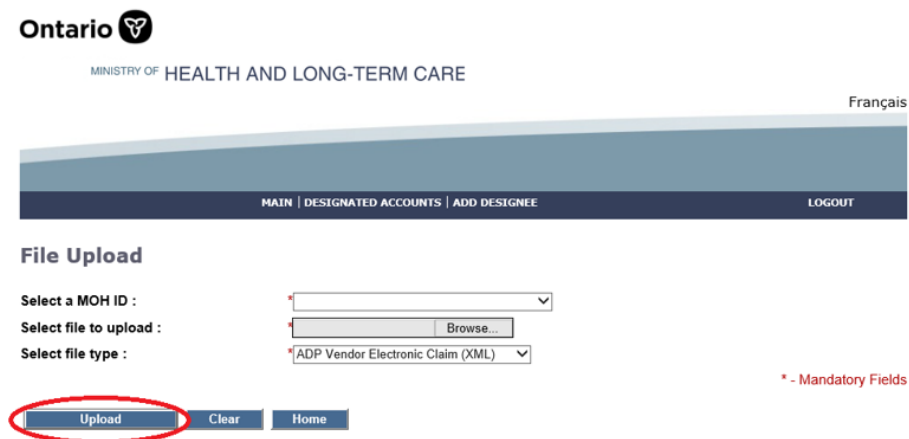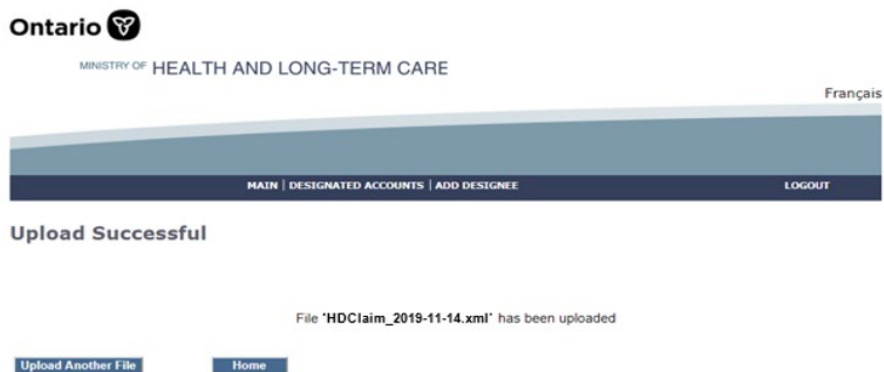**Step 6**: Click "Browse" to select a file to upload. Select the file type "ADP Vendor Electronic Claim (XML)" and click "Upload" to initiate a claim upload process.

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 <u>approved</u> 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.
<u>Note</u>: 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.

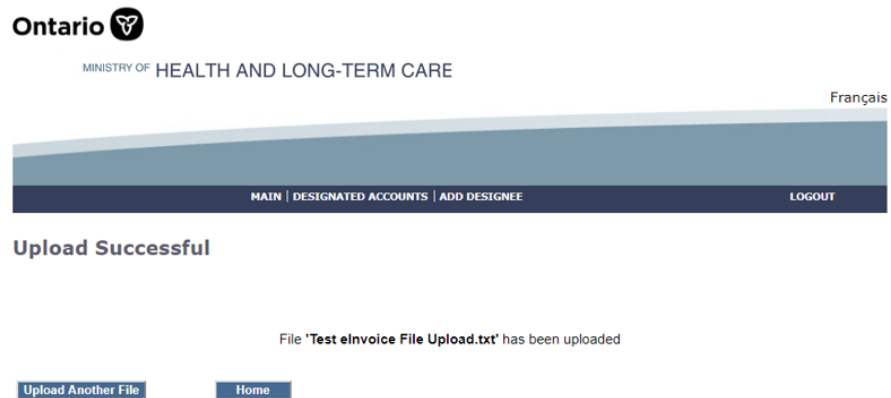**Step 1:** Login to GoSecure - Refer to Appendix **7.1**

Step 2: User selects upload link.
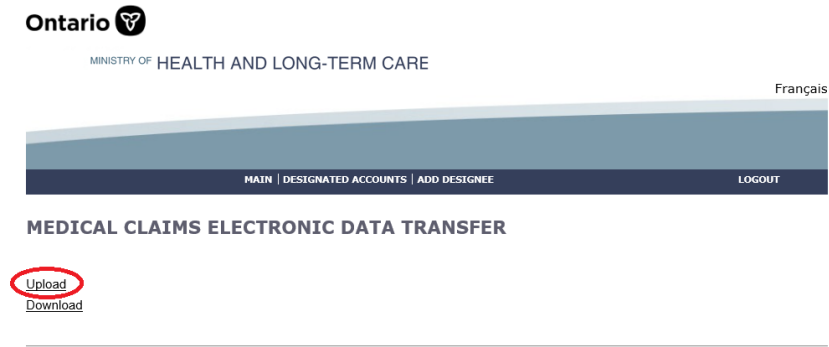
Step 3: Click "Choose File" to select a file to upload. Select the file type "ADP Vendor Electronic Invoice (TXT)" and click "Upload" to initiate invoice upload process.

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

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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: • "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

#	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: • 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			DHBBT0001	78779A	L	1	700	500	200	OWP
999999	9999999	0681	1001	06042010	06042010			DHZDL0001	882887	N/A	1	1450	1350	100	OWP
999999	9999999	0681	1002	06042010	06042010			DHBBT0003	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)	*Error 4: Missing or invalid ADP Vendor Number*
2	ADP Claim Number (mandatory, alphanumeric up to 20 digits long)	*Error 5: Missing or incorrect format of ADP Claim Number*
3	Last 4 digits of Client Health Number (mandatory, alphanumeric, exactly 4 digits long)	*Error 6: Missing or incorrect format of Client Health Number.*
4	Vendor Invoice Number (mandatory, alphanumeric up to 30 characters)	*Error 7: Missing or incorrect format of Vendor Invoice Number*
5	Invoice Date (mandatory, date formatted DDMMYYYY)	*Error 8: Missing or incorrect format of Invoice Date*
6	Delivery Date (optional, date formatted DDMMYYYY)	*Error 9: Incorrect format of Delivery Date*
7	Service Start Date (optional, date formatted DDMMYYYY)	*Error 10: Incorrect format of Service Start Date*
8	Service End Date (optional, date formatted DDMMYYYY)	*Error 11: Incorrect format of Service End Date*
9	ADP Device Code (mandatory, alphanumeric, up to 10 characters long)	*Error 12: Missing or incorrect format of ADP Device Code*
10	Serial Number (optional, alphanumeric up to 30 characters long)	*Error 14: Incorrect format of Serial Number*
11	Device Placement (optional, alphanumeric, allowed values "L", "R", "NA" or blank)	*Error 13: Invalid Device Placement*
12	Quantity (mandatory, integer)	*Error 15: Missing or incorrect format of Quantity*
13	Unit Price (mandatory, numeric, formatted as currency 0.00)	*Error 16: Missing or incorrect format of Unit Price*
14	ADP Portion (mandatory, numeric, formatted as currency 0.00)	*Error 17: Missing or incorrect format of ADP Portion*
15	Client Portion (mandatory, numeric, formatted as currency 0.00)	*Error 18: Missing or incorrect format of Client Portion*
16	Social Assistance Program Code (optional, alphanumeric up to 3 characters long, allowed values "OWP", "ODS", "ACS", "CCA", "SEN", "LTC" or "REG")	*Error 19: Invalid Social Assistance Program Code*

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

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>.
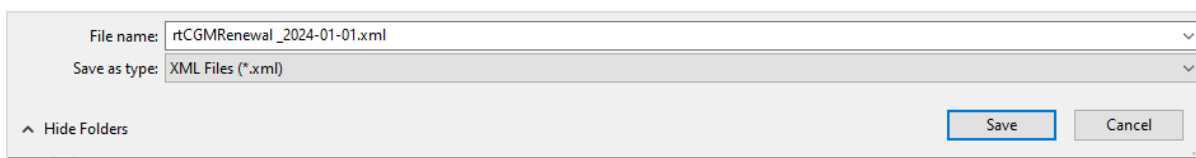
Note: Once the renewal is saved as XML file no corrections are allowed. When a correction is required, please open a new PDF renewal form to make the required updates, click on **"Import"** button and reimport your initial entries from the saved XML file to make changes as required.
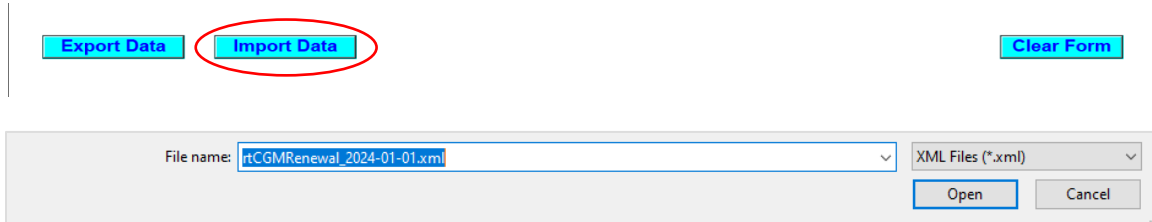
When a correction is completed repeat Step 2 and 3, i.e. click "Export" button to save the updated application form as .xml file on your local computer.

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*.*
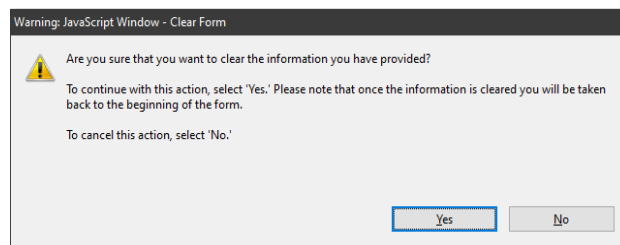
Step 4: Login to GoSecure - Refer to Appendix <u>7.1</u>

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.

Step 7: Confirm that the upload was successful.

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:

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.

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

5.2 EDT Portal Error Messages

5.2.1 Invalid File Extension

5.2.2 File Type is not selected

5.2.3 A File Must Be Selected

5.2.4 File Name Must be less than 50 characters

5.3 Log Out

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'**.

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

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.

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

Step 7: At the **GO Secure Login – Registration Complete** screen, **close the Internet browser**.
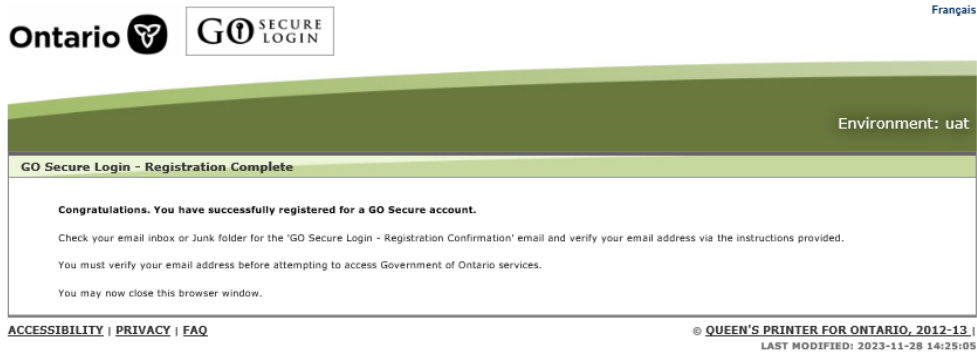
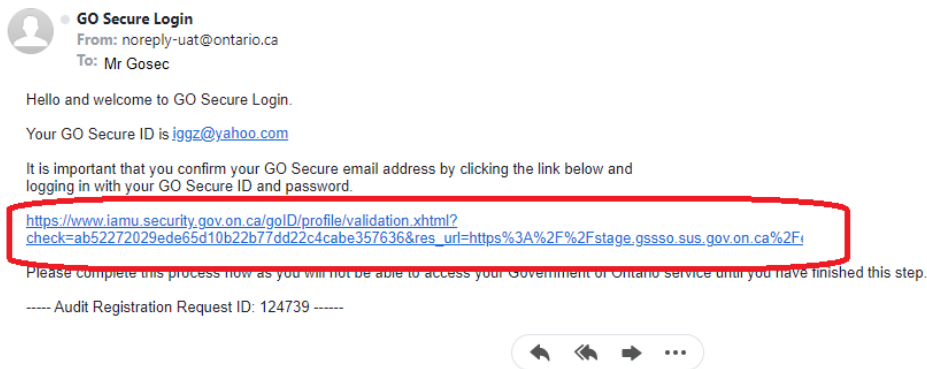**Step 8**: Open the e-mail you used for registration. Look for the system generated e-mail from GoSecure. Depending on your e-mail settings, the e-mail may be found in your spam/junk folder.
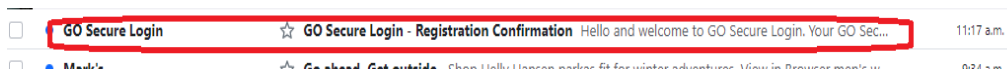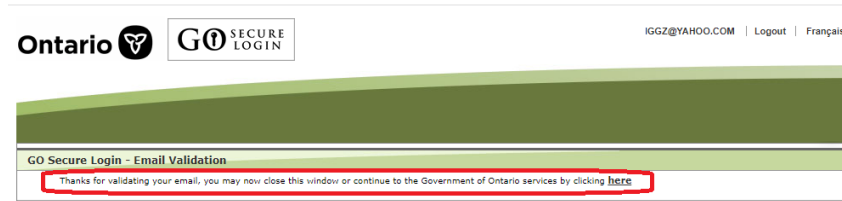

Step 9: Click on the link to confirm your e-mail. You will be redirected to the GoSecure site.

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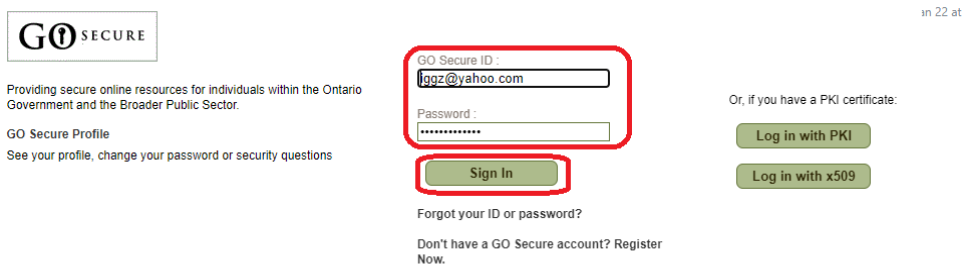
Step 11: At the **GO Secure Login – Email Validation** screen, **Logout and close the browser**
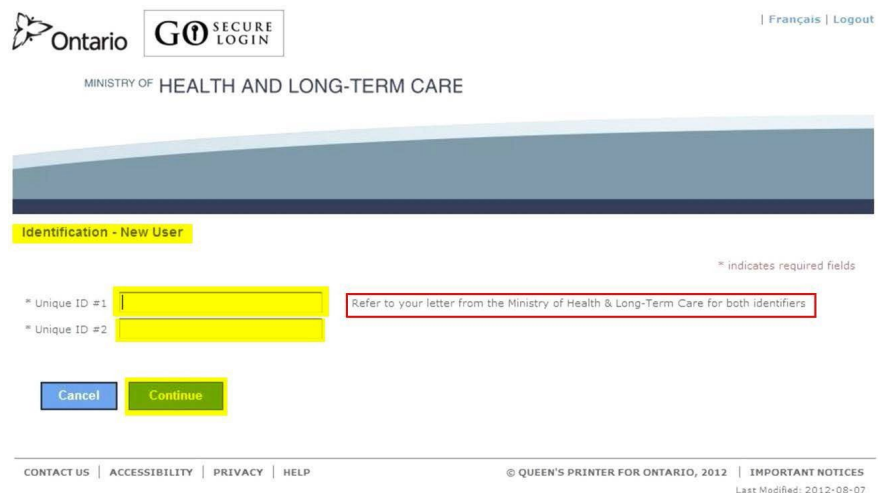

Step 12: Start the web browser and key in https://www.edt.health.gov.on.ca to login.

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.
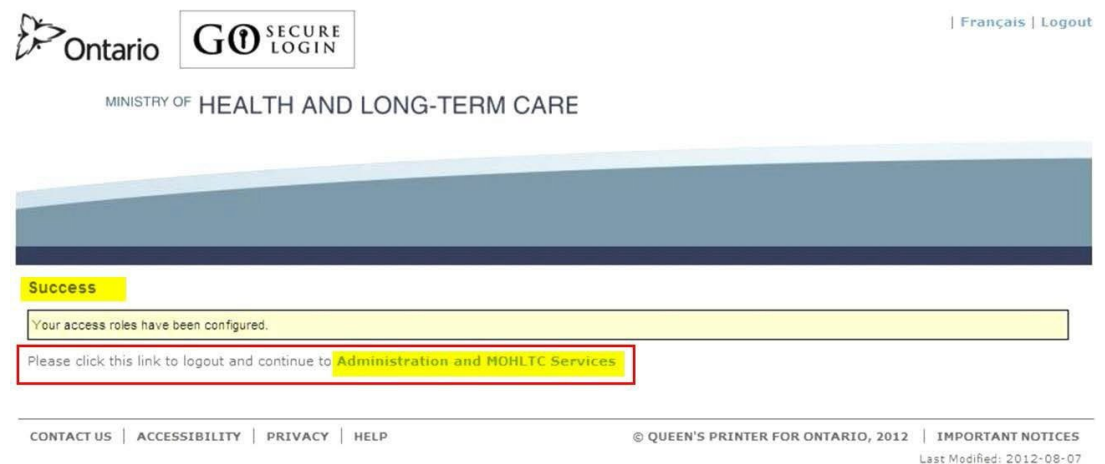

Unique Identifier No. 1: Your vendor #

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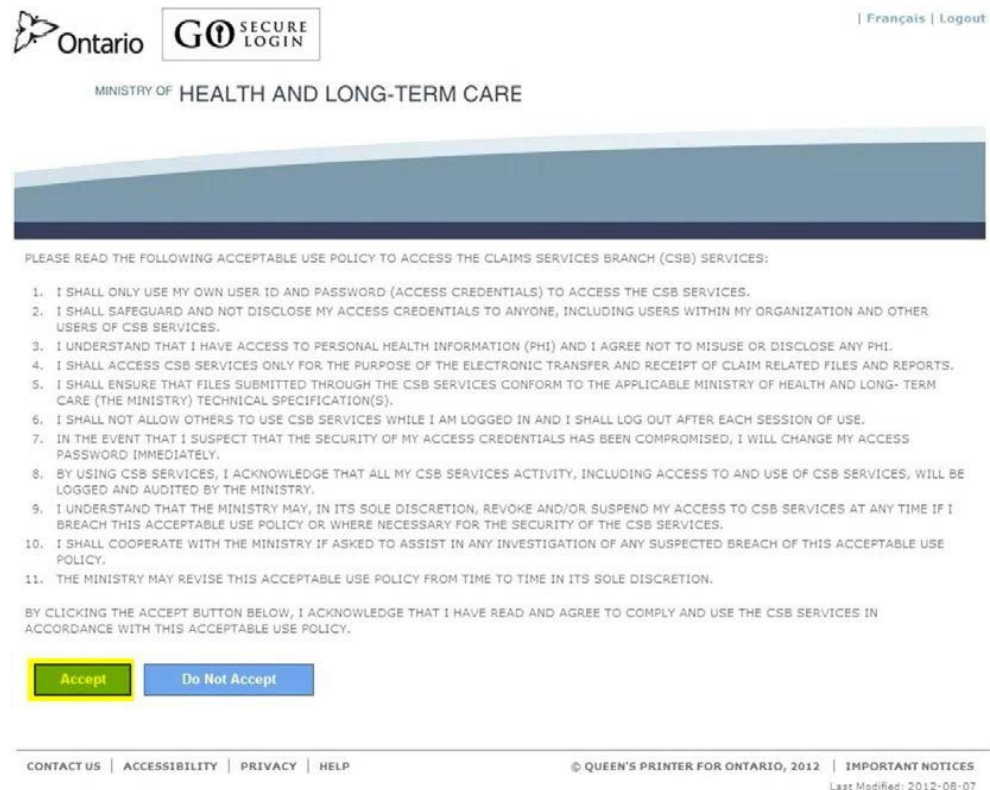
Step 16: At the **'Success'** screen, select **link to logout of the session and close your Internet browser.**

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.
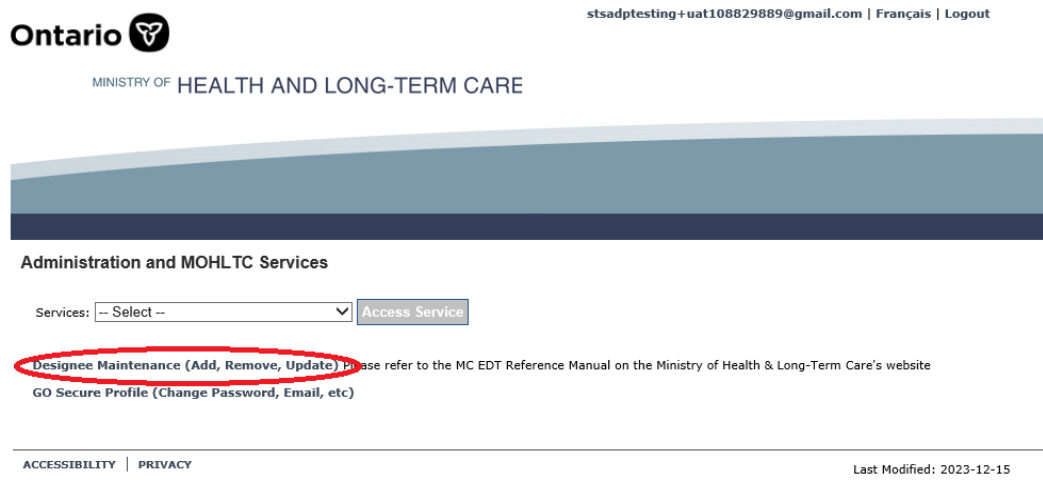
Step 2: Click on the "Add Designees" button
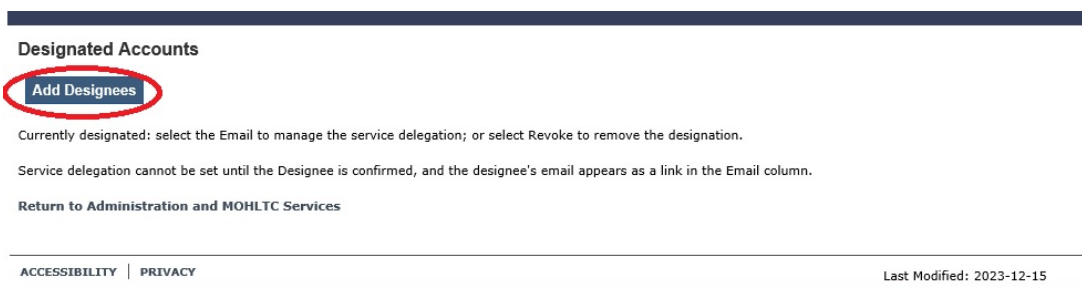
Step 3: Key in the name and e-mail of the designee and click the save button

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

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.

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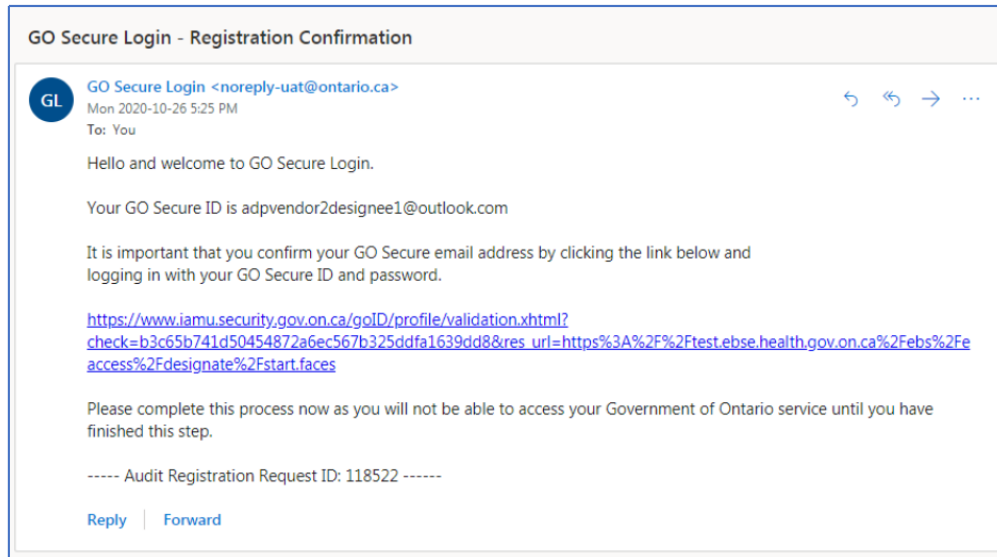
Note:

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.

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

Step 8: After completing the designee enrollment, the designee can now log into Go Secure at
https://www.edt.health.gov.on.ca
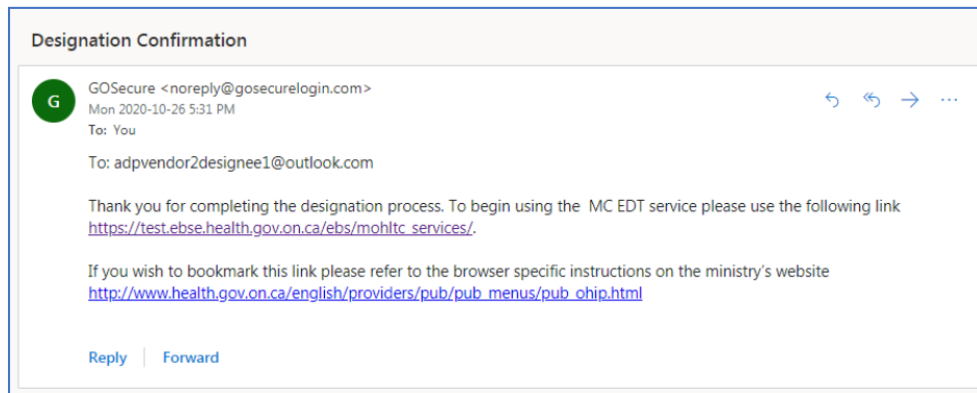
Step 9: Designee's service access status of "Confirmed" on the primary account holder's screen confirms the successful creation of a delegate account.
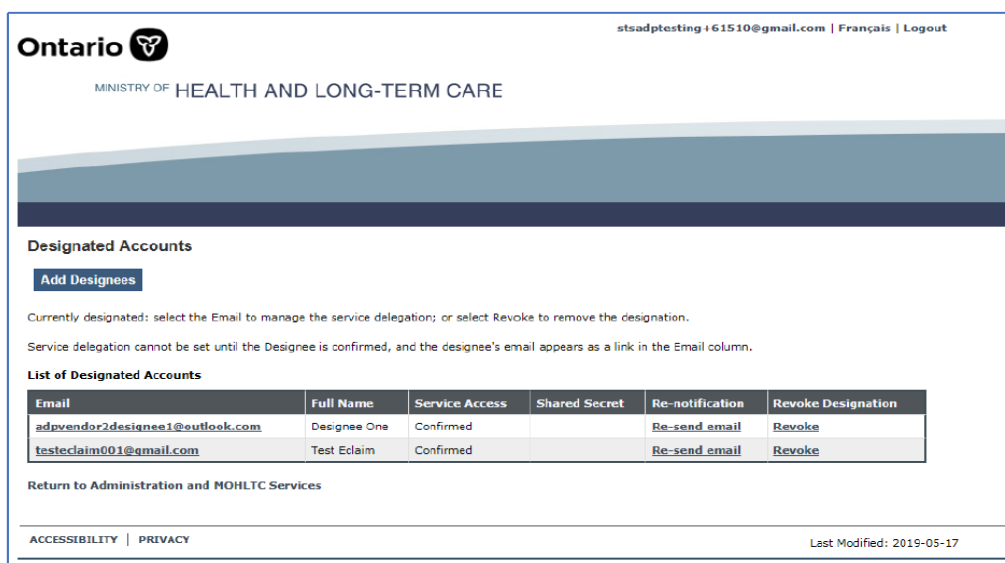
Step 10: Primary account holder must review, authorize and save permissions.

MINISTRY OF **HEALTH AND LONG-TERM CARE**
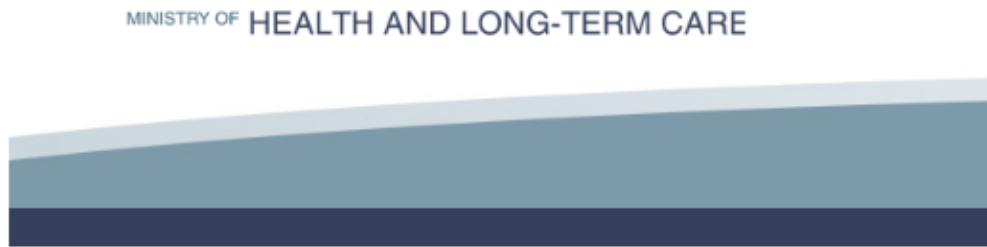
Designee Name: ADP Vendor 2

MOH ID: 2015732

Select All	Remove All

UPLOAD PERMISSIONS

UPLOAD	PERMISSIONS
ADP Vendor Electronic Claim (XML)	☑
ADP Vendor Electronic Invoice (TXT)	☑
ADP Vendor Electronic Renewal (XML)	☑

DOWNLOAD PERMISSIONS

DOWNLOAD	PERMISSIONS
ADP Vendor Report PDF	☑
ADP Vendor Report Excel	☑
Home Oxygen Vendor Report PDF	☑
Home Oxygen Vendor Report Excel	☑
ADP Vendor Electronic Submission Report (PDF)	☑

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.

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

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

Tel.:	416-327-8804
Fax:	416-327-8192
Toll Free:	1-800-268-6021
TTY:	416-327-4282
TTY:	1-800-387-5559
E-mail:	adp@ontario.ca

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

Tél.:	416-327-8804
Téléc.:	416-327-8192
Sans frais:	1-800-268-6021
ATS:	416-327-4282
ATS:	1-800-387-5559
Courriel:	adp@ontario.ca

Ontario

E-Submission Status Report

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 *Only the first 20 file validation errors include per file*
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 *Only first 20 file validation errors included per file*
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

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

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"

Click "Continue" to access Administration and MOHLTC Services page.

Select MC EDT Service from Administration and MOHLTC Services and click "Access Service"

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	*File size exceeds the allowed file size*.
2	File Extension is not ".XML"	*Invalid File Extension.*
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).	*Invalid File Name*
4	File Format is not XML and/or it does not match xml file created from the current PDF form.	*Invalid File Format.*
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	*Invalid File Name*
6	File Submitted is an empty file	*File is Empty*

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

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.