

Technical Specification for Electronic Submissions

Assistive Devices Program

Ministry of Health

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1. Overview

The purpose of this document is to outline the requirements of Assistive Devices Program (ADP) registered vendors, to submit claims, renewals, invoices and Home Oxygen Program updates electronically to the Ministry, through GO SECURE and MCEDT secure channels.

The Ministry of Health (MOH), Medical Claims Electronic Data Transfer service is a secure method of transferring electronic files to and from an authorized MCEDT user and the ministry. It is compliant with the Government of Ontario Information Technology Standards and the [Personal Health Information Protection Act](#) for the handling of personal health information. The MCEDT service is a web enabled service that can be accessed using an Internet connection.

Also included, are the MCEDT (Medical Claims Electronic Data Transfer) enrolment and designee creation instructions.

When an electronic file is received by ADP via GO Secure/MCEDT regardless of the uploading status of the e-claim/e-Renewal/e-invoice/HOP update files, an e-submission status report will be sent to the ADP Vendor that can be downloaded on the MCEDT web site for the period of 12 months.

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

Electronic invoice and **HOP Update** files submitted, must be comma separated values with a **“.txt”** extension.

2. Electronic Claim Submission


2.1 Process Outline

To submit claims electronically, ADP Vendors must be registered with **GO Secure** and enrolled in the **MCEDT** application to confirm their identity.

Note: Please refer to Section [5.4](#) for more details on ADP Vendor MCEDT/Go Secure enrolment and registration.

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

Step 1: Fill out the PDF application form

Ontario 	Ministry of Health	Application for Funding Hearing Devices
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		
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"/>

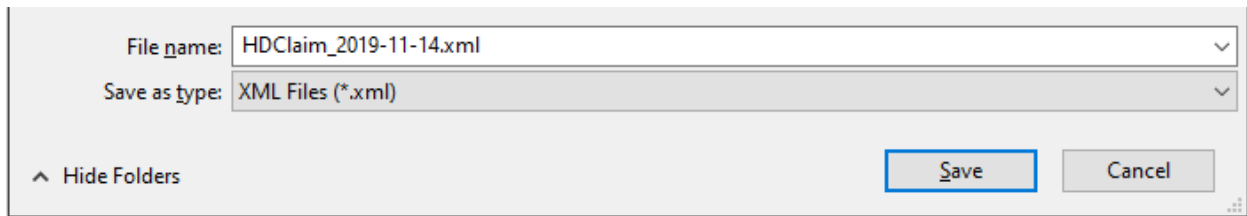
Notes:

- Application forms can be downloaded from the [Assistive Devices Program for health care professionals web page](#)
- Refer to Appendix [8.9](#) for Help in Downloading Forms

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

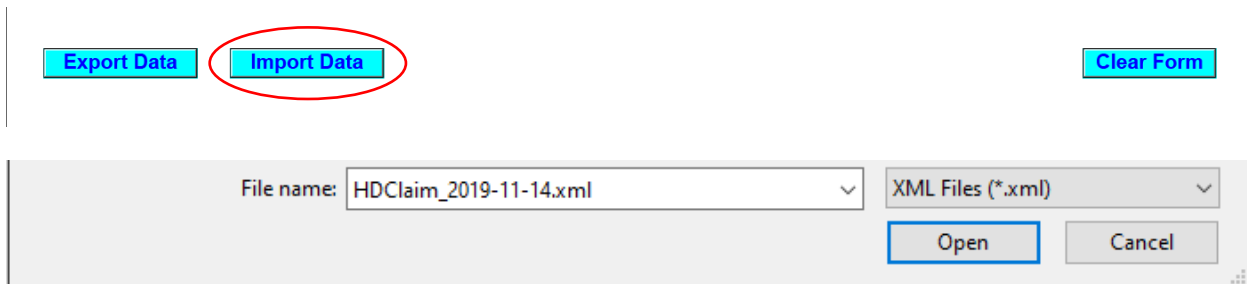


Step 3: Save the PDF application form when completed on your local computer with the file extension **“XML”**. Recommended file name: <Device Category>Claim_<File Unique Identifier from your organization _YYYY-MM-DD>.



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.

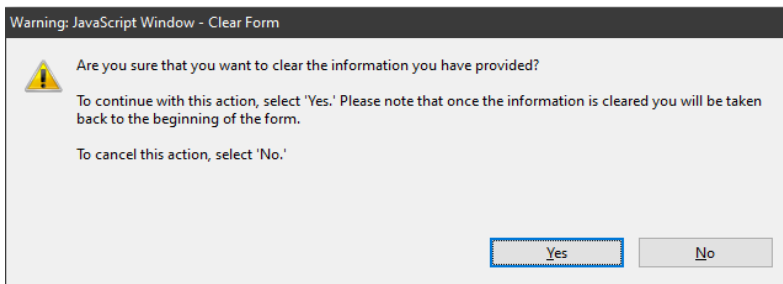


When a correction is completed repeat Step 2 and 3, i.e. click “Export” button to save the updated application form as .xml file on your local computer.

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.

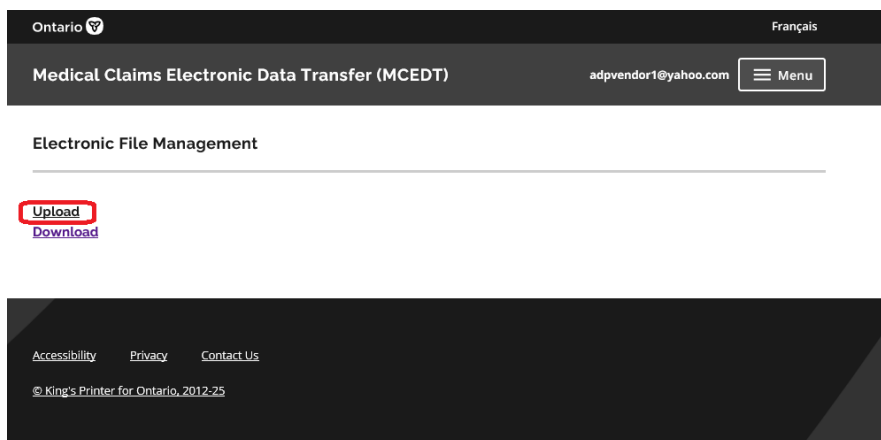


You will receive a confirmation message before removing all entries from the form.

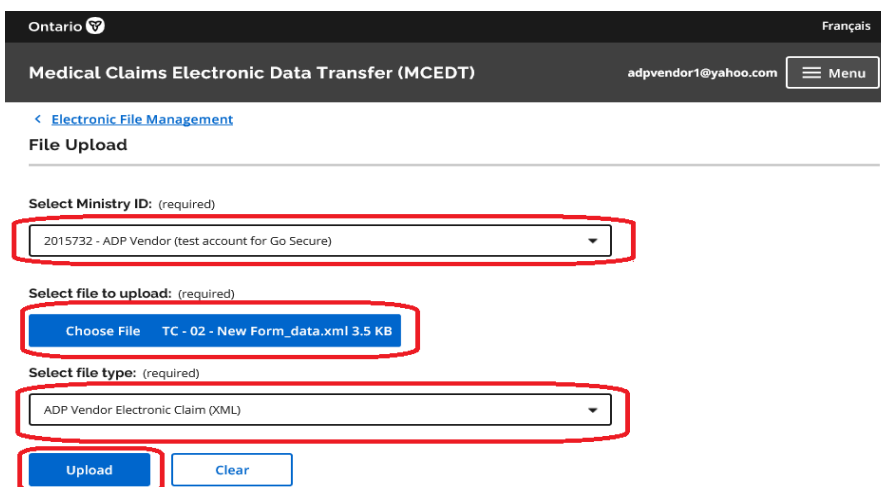


Step 4: Login to GoSecure - Refer to Appendix [8.1](#)

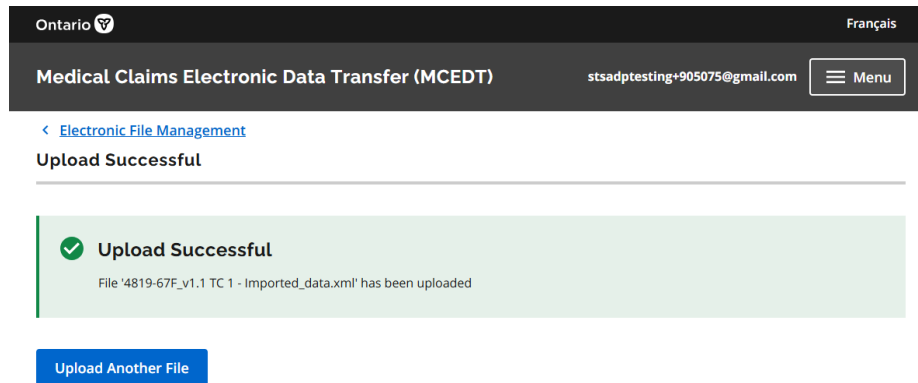
Step 5: User selects upload link.



Step 6: Select the Ministry ID. Click "Choose File" 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 **8.6** 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 [8.2](#)
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 [8.7](#)

2.2.3 Claim File Validation Errors

Refer to Appendix [8.8](#)

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 the 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 a duplicate approved claim already exists.

Authorizing Authority Signature. When a 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

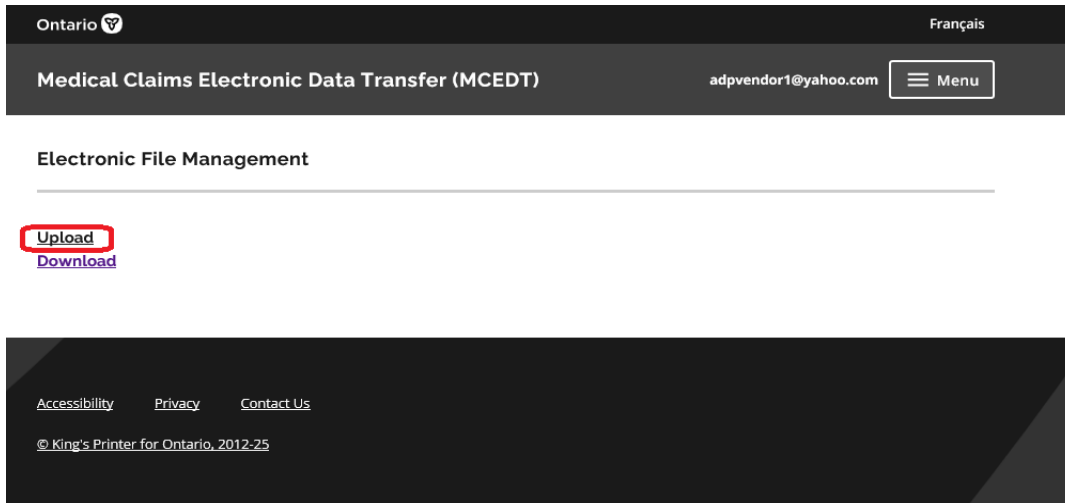
3.1 Process Outline

The purpose of this section is to outline the requirement of Assistive Devices Program (ADP) registered vendors to submit electronic invoices.

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

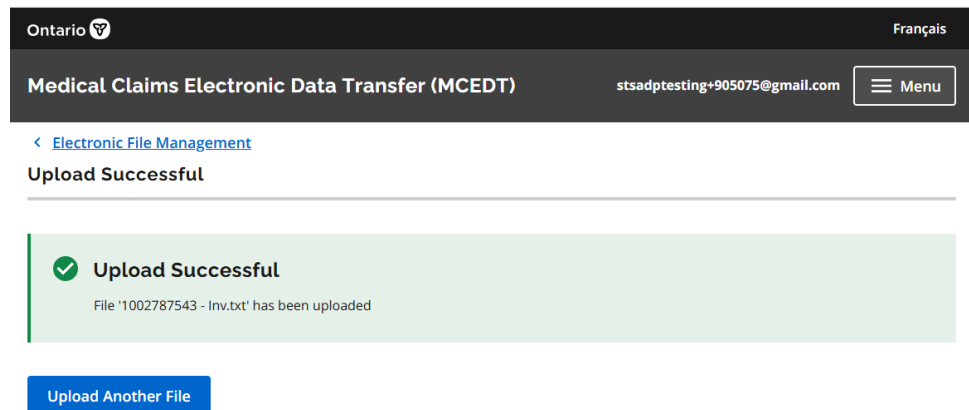
Step 1: Login to GoSecure - Refer to Appendix 8.1

Step 2: User selects upload link.



Step 3: Select the Ministry ID. 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 MCEDT web site to review the e-invoice file submissions.

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 [3.4](#)

3.2 Invoice Processing Notes:

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.

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.

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.

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.

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

3.3 Credit Notes.

When submitting a credit note the following must have negative values in the invoice txt file:

Unit Price
ADP Portion
Client Portion

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:

99999999_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 MCEDT 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

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

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.

Invoice records are limited to 2000 lines per txt file

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",

			<ul style="list-style-type: none"> • "NA" • Blank
12	Quantity	Mandatory, integer up to 6 digits long	Must be a positive integer
13	Unit Price	<p>Mandatory, numeric, formatted as currency 0.00, must be between -1,000,000,000.00 and -1,000,000,000.00.</p> <p>If the Unit Price provided in integer format, the system accepts it and converts to currency format.</p> <p>For example, 100 will be 100.00</p>	No spaces or blanks of any special characters allowed.
14	ADP Portion	<p>Mandatory, numeric, formatted as currency 0.00, must be between -1,000,000,000.00 and -1,000,000,000.00</p> <p>If ADP Portion provided in integer format, the system accepts it and converts to currency format.</p> <p>For example, 100 will be 100.00</p>	No spaces or blanks of any special characters allowed
15	Client Portion	<p>mandatory, numeric, formatted as currency 0.00, must be between -1,000,000,000.00 and -1,000,000,000.00</p> <p>If Client Portion provided in integer format, the system accepts it and converts to currency format.</p> <p>For example, 100 will be 100.00</p>	No spaces or blanks of any special characters allowed
16	Social Assistance Program Code	Optional, alphanumeric up to 3 characters long	<p>Must be one of allowed values:</p> <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			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)	<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/MCEDT 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 titled "Real-time Continuous Glucose Monitor Renewal" from the Ontario Ministry of Health. It includes contact information for the Assistive Devices Program and instructions for completion. The form is divided into sections, with the first section titled "1. Client's Biographical Information". This section contains fields for Last Name, First Name, Middle Initial, Health Number (10 digits), Version, and Date of Birth (yyyy/mm/dd). Fields marked with an asterisk (*) are mandatory.

Ontario  **Ministry of Health**
Assistive Devices Program
5700 Yonge Street, 7th Floor
Toronto ON M2M 4K5
www.health.gov.on.ca/adp
Telephone: 416-327-8804
Toll-free: 1-800-268-6021
TTY: 416-327-4282
TTY: 1-800-387-5559
Email: adp@ontario.ca

Real-time Continuous Glucose Monitor Renewal

Instructions
In order to confirm your ongoing eligibility for coverage for the sensors and transmitter used with the real-time Continuous Glucose Monitor you must complete this form. If approved, you will continue to be eligible for Assistive Devices Program (ADP) coverage for the next 24-months.
Fields marked with an asterisk (*) are mandatory.

1. Client's Biographical Information

Last Name *

First Name * Middle Initial

Health Number (10 digits) * Version Date of Birth (yyyy/mm/dd) *

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>.

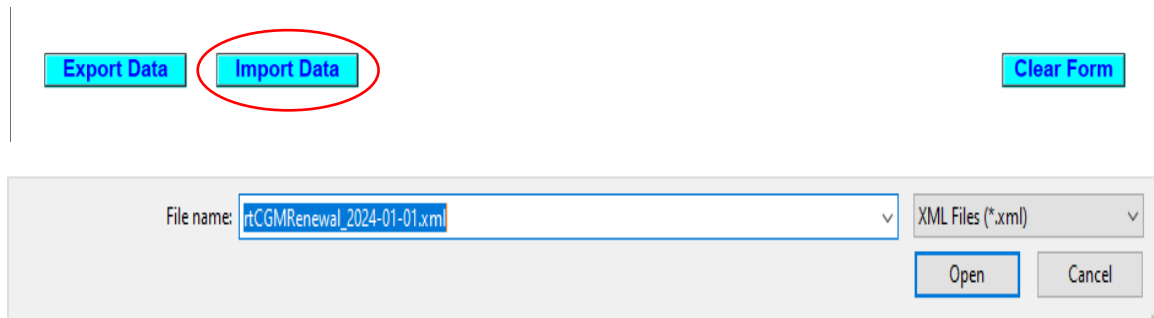
The screenshot shows a file save dialog box. The "File name" field contains "rtCGMRenewal_2024-01-01.xml". The "Save as type" dropdown is set to "XML Files (*.xml)". There are "Save" and "Cancel" buttons at the bottom right.

File name: rtCGMRenewal_2024-01-01.xml

Save as type: XML Files (*.xml)

Hide Folders Save Cancel

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.



The screenshot shows a web interface with three buttons: 'Export Data', 'Import Data', and 'Clear Form'. The 'Import Data' button is circled in red. Below the buttons is a file selection dialog. The 'File name' field contains 'rtCGMRenewal_2024-01-01.xml'. The file type is set to 'XML Files (*.xml)'. There are 'Open' and 'Cancel' buttons at the bottom right of the dialog.

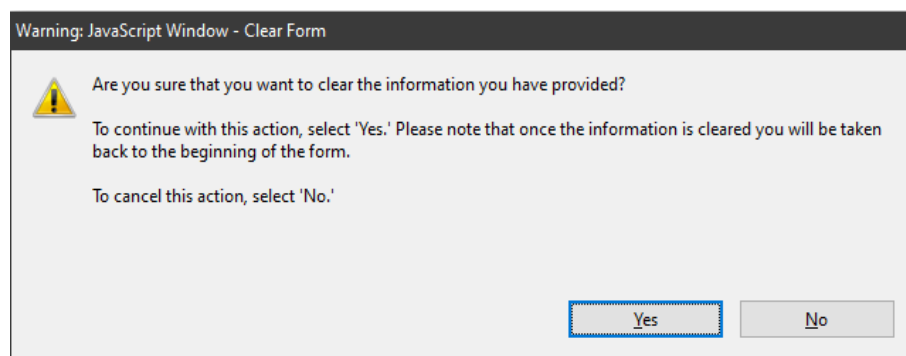
When a correction is completed repeat Step 2 and 3, i.e. click “Export” button to save the updated application form as .xml file on your local computer.

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.



The screenshot shows the same web interface as before, but now the 'Clear Form' button is circled in red. The 'Export Data' and 'Import Data' buttons are still visible.

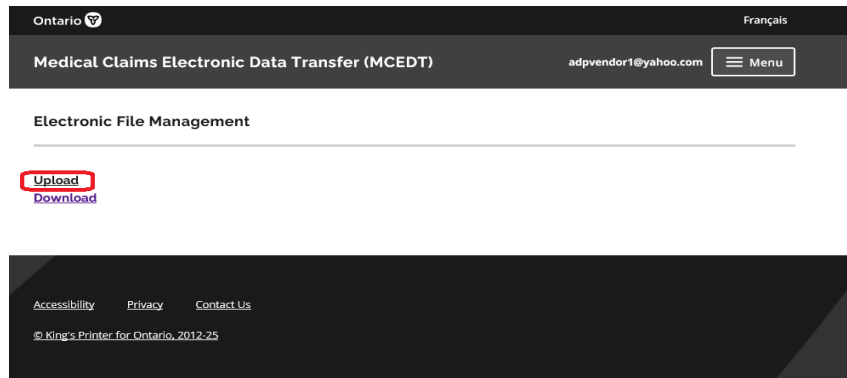
You will receive a confirmation message before removing all entries from the form.



A warning dialog box titled 'Warning: JavaScript Window - Clear Form'. It contains a yellow warning icon and the text: '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.''. At the bottom right, there are 'Yes' and 'No' buttons.

Step 4: Login to GoSecure - Refer to Appendix [8.1](#)

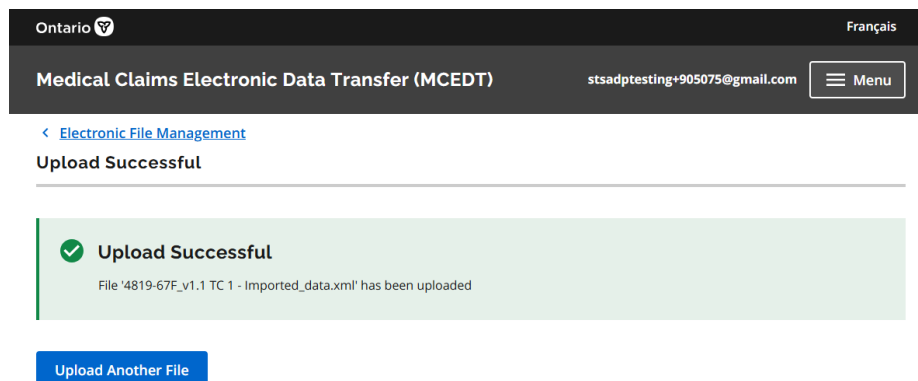
Step 5: User selects upload link.



Step 6: Select the Ministry ID. 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 displays the 'File Upload' form within the MCEDT portal. The form contains three main sections, each with a red box highlighting the required field: 1. 'Select Ministry ID: (required)' with a dropdown menu showing '2015732 - ADP Vendor (test account for Go Secure)'. 2. 'Select file to upload: (required)' with a 'Choose File' button and a file name '4819-67F_v1.1 TC 1_data.xml 7.1 KB'. 3. 'Select file type: (required)' with a dropdown menu showing 'ADP Vendor Electronic Renewal (XML)'. At the bottom of the form, there are two buttons: 'Upload' (highlighted with a red box) and 'Clear'.

Step 7: Confirm that the upload was successful.



Only one renewal per submission is allowed.

Refer to Appendix [8.6](#) 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 [8.2](#)
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 [8.7](#)

4.2.3 Renewal File Validation Errors

Refer to Appendix [8.8](#)

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 record 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 the claim accordingly if:

- Claim is due for renewal
 - Claim status must be "Approved" or the Claim is renewed but previous renewal submission is "Not Approved," and the 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 the claim has not 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 a 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.MCEDT/Go Secure Portal


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

5.1 Session Time-Out/Warning

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

Ontario 

electronic Business Services Enrolment (eBSE) adpvendor1@yahoo.com

 **Warning Message:**

Due to lack of activity your electronic Business Services Enrolment (eBSE) login will expire in 13:02 minutes


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

Please make a selection

Remain logged in to session

Logout of session

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

Ontario 

electronic Business Services Enrolment (eBSE)

User Logout

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.

Re-enter Application

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

The screenshot shows the 'OPS BPS Secure' login interface. At the top, there is an 'Ontario' logo and a 'Français' link. Below this, the text 'OPS BPS Secure' is displayed next to a 'Menu' button. The main content area is titled 'Sign In' and includes a 'New User? Register' link. It features two input fields: 'Email Address (Registered email Address)' and 'Password'. A 'Sign In' button is positioned below the password field, with a 'Forgot Password?' link to its right. Above the email field, there is a section for PKI certificates with a 'Sign in with PKI certificate' button. The footer contains links for 'Accessibility', 'Privacy', 'Contact us', and 'Help', along with a copyright notice for 'King's Printer for Ontario, 2012-25'.

5.2 MCEDT Portal Error Messages

5.2.1 Invalid File Extension

The screenshot displays the 'Medical Claims Electronic Data Transfer (MCEDT)' portal. The header includes the 'Ontario' logo, 'Français' link, the portal title, the user email 'adpvendor1@yahoo.com', and a 'Menu' button. A prominent red error message box states: 'File Upload Unsuccessful. Errors were found on this page: The filename extension of the file to be uploaded is not valid for the provided resource type'. Below the error, there is a link to '< Electronic File Management'. The 'File Upload' section contains three required fields: 'Select Ministry ID' (a dropdown menu showing '2015732 - ADP Vendor (test account for Go Secure)'), 'Select file to upload' (a text input with the same error message), and 'Select file type' (a dropdown menu showing 'ADP Vendor Electronic Claim (XML)'). At the bottom, there are 'Choose File', 'Upload', and 'Clear' buttons.

5.2.2 File Type is not selected

Ontario

Français

Medical Claims Electronic Data Transfer (MCEDT)

adpvendor1@yahoo.com

Menu

!

File Upload Unsuccessful

Errors were found on this page:

- File type must be selected

< [Electronic File Management](#)

File Upload

Select Ministry ID: (required)

2015732 - ADP Vendor (test account for Go Secure)

Select file to upload: (required)

Choose File

Select file type: (required)

File type must be selected

-

Upload

Clear

5.2.3 A File Must Be Selected

Ontario

Français

Medical Claims Electronic Data Transfer (MCEDT)

adpvendor1@yahoo.com

Menu

!

File Upload Unsuccessful

Errors were found on this page:

- A File must be selected

< [Electronic File Management](#)

File Upload

Select Ministry ID: (required)

2015732 - ADP Vendor (test account for Go Secure)

Select file to upload: (required)

A File must be selected

Choose File

Select file type: (required)


ADP Vendor Electronic Claim (XML)


Upload

Clear

5.2.4 File Name Must be less than 50 characters

The screenshot shows the 'File Upload' section of the MCEDT portal. At the top, there is a red error banner with a warning icon and the text 'File Upload Unsuccessful'. Below this, it states 'Errors were found on this page:' followed by a list of errors. The first error is 'File name must be less than 50 characters.' The page includes a breadcrumb link for 'Electronic File Management', a 'Select Ministry ID' dropdown menu (set to '2015732 - ADP Vendor (test account for Go Secure)'), a 'Select file to upload' section with a 'Choose File' button and an error message, and a 'Select file type' dropdown menu (set to 'ADP Vendor Electronic Claim (XML)'). At the bottom are 'Upload' and 'Clear' buttons.

Ontario  Français

Medical Claims Electronic Data Transfer (MCEDT) adpvendor1@yahoo.com  Menu

File Upload Unsuccessful

Errors were found on this page:

- File name must be less than 50 characters.

[Electronic File Management](#)

File Upload

Select Ministry ID: (required)

2015732 - ADP Vendor (test account for Go Secure)

Select file to upload: (required)

File name must be less than 50 characters.

Choose File

Select file type: (required)


ADP Vendor Electronic Claim (XML)


Upload Clear

5.3 Log Out

To log out, click on the menu from the upper right hand side and select logout

This screenshot shows the same 'File Upload' page as the previous one, but with the 'Menu' button in the top right corner clicked. A dropdown menu is visible, containing the options 'Services and Administration' and 'Logout'. The 'Logout' option is highlighted with a red rectangle. The rest of the page content remains the same.

Ontario  Français

Medical Claims Electronic Data Transfer (MCEDT) adpvendor1@yahoo.com  Menu

[Electronic File Management](#)

File Upload

Select Ministry ID: (required)

2015732 - ADP Vendor (test account for Go Secure)

Select file to upload: (required)

Choose File


Select file type: (required)

-

Upload Clear

Services and Administration

Logout

Ontario  Français

Medical Claims Electronic Data Transfer (MCEDT) adpvendor1@yahoo.com

User Logout

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.


Re-enter Application


5.4 MCEDT 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**'.

Ontario  Français

OPS BPS Secure  Menu

If you have a PKI certificate

Sign in with PKI certificate

OR

New User? [Register](#)

Sign In

Email Address (Registered email Address)

Password

Sign In [Forgot Password?](#)

Step 4: At the **Register New Account** page, provide the required information, read and agree to the terms of service and Click “Register” button

OPS BPS Secure Menu

Register New Account

Please input your registration information

First Name
(required)

Middle Name
(optional)

Last Name
(required)

Display Name
(required)

Preferred Language
(required)

☐ English
☐ French

Email Address
(required)

Confirm Email Address
(required)

Password
(required)

Confirm Password
(required)

☐ I agree to the [Terms of Service](#)

[Register](#)

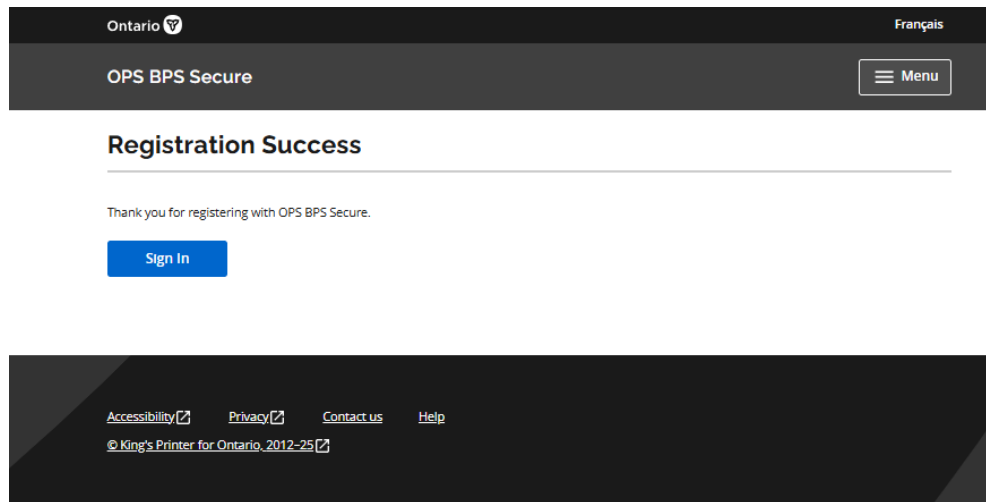
Already Have an account? Back to [sign in](#)

Important 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. This will be the primary account user or service user.
- It is strongly recommended to use a vendor/company e-mail and not a personal e-mail.

Step 5: Successful registration brings up the following page.



Step 6:

Click the “Sign In” button on the page shown in Step 5 **or**

Check for the e-mail sent to the e-mail account you provided in step 4 and click on the “Sign In” link. Sample e-mail shown in image below.



Note: Check the spam/junk folder if no e-mail is found in the inbox

Step 7: Key In the e-mail and password used in Step 4

Ontario OPS BPS Secure Français

Menu

[If you have a PKI certificate](#)

[Sign in with PKI certificate](#)

OR

New User? [Register](#)

Sign In

(Email Address (Registered email Address))

Password

 [Show](#)

Step 8: Key in the One Time Pin and click the “Submit” button.

Ontario OPS BPS Secure Français

Menu

Email Verification Required

We have sent an email to your registered email address with a One Time PIN for verification.

Enter One Time Pin

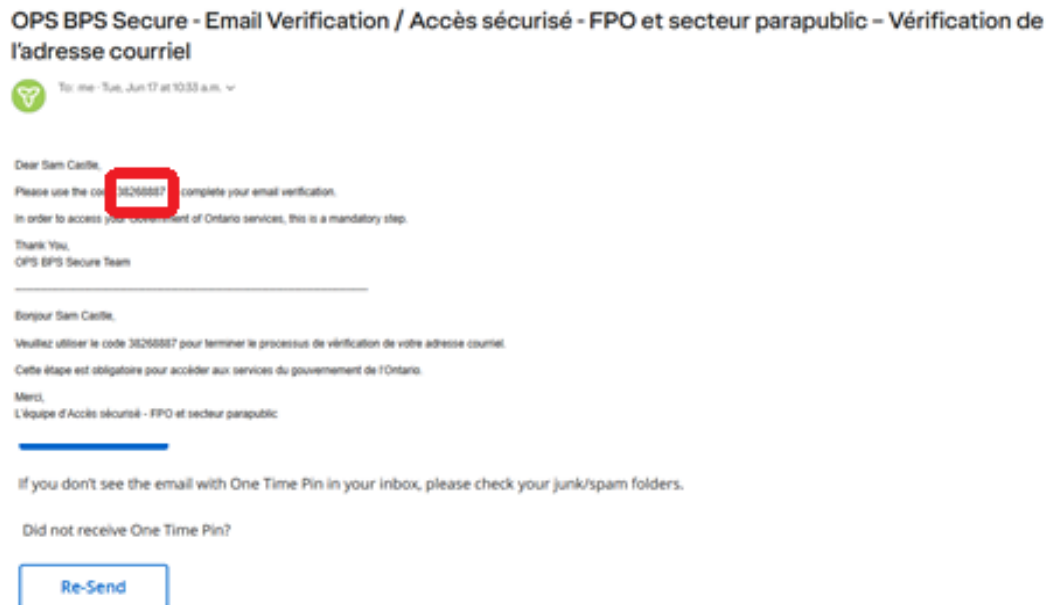
[Submit](#)

If you don't see the email with One Time Pin in your inbox, please check your junk/spam folders.

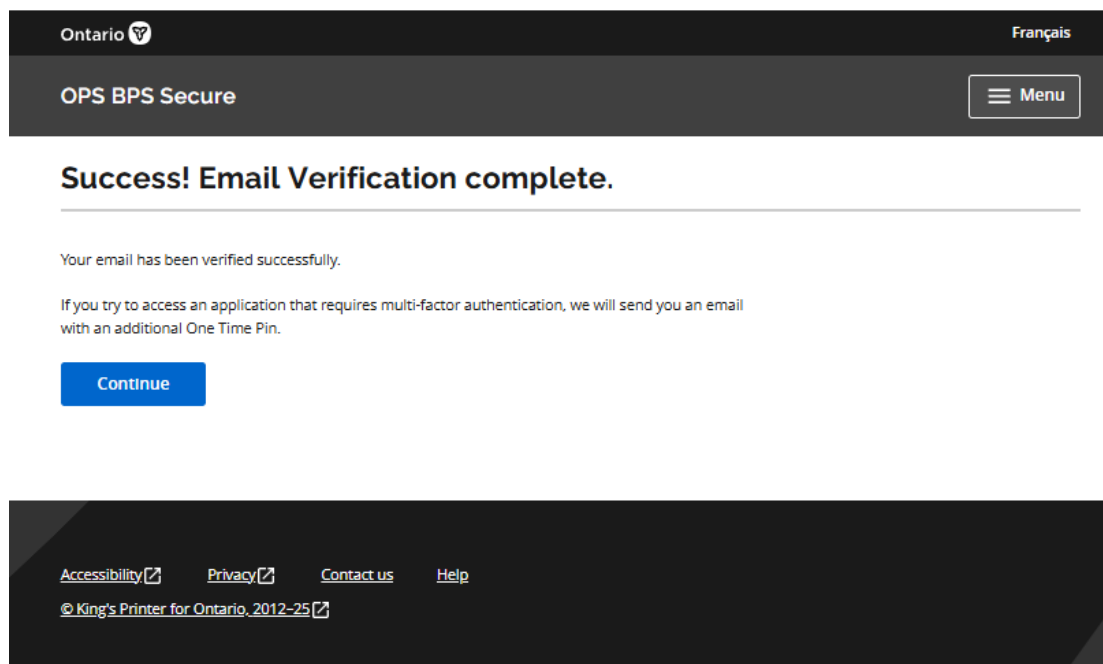
Did not receive One Time Pin?

[Re-Send](#)

Note: The OTP or One Time Pin is sent to the e-mail used in Step 4. Sample e-mail shown below.



Step 9: The following page is shown upon successful e-mail verification. Close the browser.




Step 10: Open a new Internet browser session and login to <https://www.edt.health.gov.on.ca>

The screenshot shows the 'OPS BPS Secure' login page. At the top, there is an 'Ontario' logo and a 'Français' link. Below the header, the text 'OPS BPS Secure' is displayed. A 'Menu' button is located in the top right corner. The main content area features a login section with the heading 'If you have a PKI certificate' and a button 'Sign in with PKI certificate'. Below this, there is a horizontal line with 'OR' in the center. The next section is for new users, with the heading 'New User? [Join us](#)' and a large 'Sign In' button. Below the 'Sign In' button, there are two input fields: 'Email Address (Registered email Address)' and 'Password'. The 'Password' field has a 'Show' link next to it. At the bottom of the login section, there are two buttons: 'Sign In' and 'Forgot Password?'. The page has a dark header bar with the Ontario logo and 'Français' link, and a dark footer bar with 'OPS BPS Secure' and a 'Menu' button.

Step 11: At the New User Enrollment screen, select Service User Enrolment.

The screenshot shows the 'New User Enrolment' screen. At the top, there is an 'Ontario' logo and a 'Français' link. Below the header, the text 'electronic Business Services Enrolment (eBSE)' is displayed. A user email address 'a_migz@yahoo.com' is shown in the top right corner, along with a 'Menu' button. The main content area features the heading 'New User Enrolment'. Below this, there is a section titled 'User Not Currently Enrolled' with the text 'Are you accessing these services as a Service User, or the designee working on behalf of a Service User?'. Below this section, there is a prompt 'Please select one of the following:' followed by two radio button options: 'Service User Enrolment' and 'Designee Enrolment'. The 'Service User Enrolment' option is highlighted with a red box.

Step 12: At the **Service User Enrolment** screen, choose '**New Service Use Enrolment**' from the drop-down menu. And Click "Continue" button

Ontario  Français

electronic Business Services Enrolment (eBSE) a_miggz@yahoo.com Menu

Service User Enrolment

Identification Information

Only use this page if registering an account with an OHIP billing number:


- If someone is setting you up as a designee, wait until they finish to bypass this screen
- If you are a new service provider with an OHIP billing number, select "New Service User Enrolment" unless;
- Only select "Migrating Service User Enrolment" if you are instructed to do so

Please select the type of Service User Enrolment:

New Service User Enrolment

Continue Cancel

Step 13: At the New Service User Enrolment screen, key in your unique identifiers and click the '**Continue**' button

Ontario  Français

electronic Business Services Enrolment (eBSE) a_miggz@yahoo.com Menu

New Service User Enrolment

Identification Information

Refer to your letter from the Ministry for both identifiers

What are your unique identifying credentials?

Unique Identifier # 1 (required)

Unique Identifier # 2 (required)

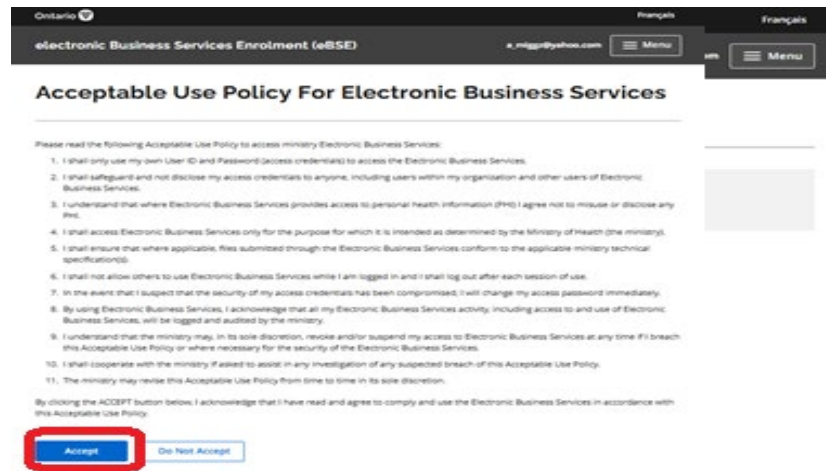
Continue Cancel

Note:

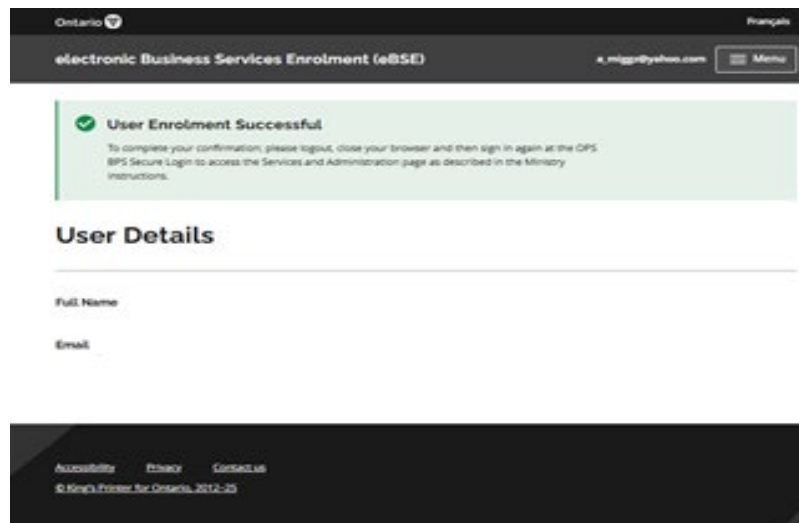
Unique Identifier No. 1: Your vendor #

Unique Identifier No. 2: Shared Secret – last 4 digits of your bank account associated with the vendor number.

Step 14: At the **Acceptable Use Policy** screen, select **'Accept'**.



Step 15: At the **'Success'** screen, select **link to logout of the session and close your Internet browser**.



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 Management” link from the Services and Administration page.

The screenshot shows the Ontario eBSE portal interface. At the top, there is a dark header bar with the Ontario logo, the text "electronic Business Services Enrolment (eBSE)", the email "adpvendor1@yahoo.com", and a "Menu" button. Below the header, the main heading is "Services and Administration". Under the "Services:" section, there is a dropdown menu currently showing "MC EDT SERVICE (UPLOAD/DOWNLOAD)" and a blue "Access Service" button. Below this, the "Administration:" section is highlighted with a light gray background. It contains the text "Select [Designee Management](#) to add, revoke, or re-send an email to a designee associated to your account." The "Designee Management" link is circled in red.

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

Note: If the designee does not have an OPS BPS Secure account yet, have them create one before you complete this step. Refer to [8.10](#)

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

Ontario

Français

electronic Business Services Enrolment (eBSE)

adpvendor1@yahoo.com

Menu

✓

Designee Added
User Sam Castle has been saved successfully.
Instructions have been emailed to the user.

< [Designee Management](#)

User Details

Full Name

Designee Name

Email


Designee-email@yahoo.com

Notes:

A system generated email will be sent to you and your designee from OPS BPS Secure

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

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



OPS BPS Secure [ontario.ca](#) >
From: noreply@ontario.ca
To: Designee

Fri, Apr 25 at 8:47 a.m. ☆

Hello,

A health care provider (adpvendor1@yahoo.com) has designated online access to you.

If you have an OPS BPS Secure account:
Select the link below to navigate to the OPS BPS Secure Login screen and sign in with your email address and password and confirm the designation.

If you do not have an OPS BPS Secure account:
Select the below link to navigate to the OPS BPS Secure Login screen, and select "Register" to create your account.

To accept this designation and confirm your identity you must respond using the link below.

If you are sharing a computer, the health care provider must first log out of their OPS BPS Secure Internet session before you use the link below.

<https://www.ebse.health.gov.on.ca/ebs/eaccess/designate/confirm.faces>

Refer to the Medical Claims Electronic Data Transfer (MC EDT) Reference Manual for detailed procedures.

Thank you.

Note:

If you are SHARING a computer, your designee will not be allowed to register and accept your designation if you are signed into MCEDT. You must logout, close your Internet browser to allow the designee to complete their registration and acceptance of the designation.

Step 6: After clicking the confirmation link and providing the e-mail and password, the designee will be taken to the designee acceptance screen. Click "Accept"

The screenshot shows the 'Designee Acceptance/Enrolment' page. At the top, there's a header with the Ontario logo, 'electronic Business Services Enrolment (eBSE)', the user email 'lito.castillo@yahoo.com', and a 'Menu' button. Below the header is a link for 'Services and Administration'. The main heading is 'Designee Acceptance/Enrolment'. A message states: 'Please accept the designation by the following Providers:'. Below this is a table titled 'List of Service Users'.

Full Name and Email Address	Accept	Reject
ADP Vendor 1 (adpvendor1@yahoo.com)	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>

Step 7: Click "Accept" to the Acceptable Use Policy For Electronic Business Services

The screenshot shows the 'Acceptable Use Policy For Electronic Business Services' page. The header is identical to the previous screen. The main heading is 'Acceptable Use Policy For Electronic Business Services'. Below the heading, it says 'Please read the following Acceptable Use Policy to access ministry Electronic Business Services:'. This is followed by 11 numbered points detailing the policy. At the bottom, it states: '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.' Below this text are two buttons: 'Accept' and 'Do Not Accept'. The 'Accept' button is highlighted with a red rectangle.

Step 8: After clicking the Accept, button, a user enrolment successful message is shown

The screenshot shows the Ontario eBSE (electronic Business Services Enrolment) interface. The header includes the Ontario logo, a language toggle for 'Français', the title 'electronic Business Services Enrolment (eBSE)', the user email 'lito.castillo@yahoo.com', and a 'Menu' button. A green success message box states 'User Enrolment Successful' and provides instructions to complete confirmation by logging out and signing in again at the OPS BPS Secure Login. Below this, the 'User Details' section shows the user is working on behalf of 'ADP Vendor 1' with the email 'adpvendor1@yahoo.com'. The footer contains links for 'Accessibility', 'Privacy', and 'Contact us', along with the copyright notice '© King's Printer for Ontario, 2012-25'.

Step 9: Logout. Close your browser and sign in again at <https://www.edt.health.gov.on.ca>

Note: If you get the following message, the primary account user has not granted permission for the account

The screenshot shows the Ontario MCEDT (Medical Claims Electronic Data Transfer) interface. The header includes the Ontario logo, a language toggle for 'Français', the title 'Medical Claims Electronic Data Transfer (MCEDT)', the user email 'lito.castillo@yahoo.com', and a 'Menu' button. Below the header, the section 'Electronic File Management' is visible. A red box highlights a message that says 'No permissions are set.' The footer contains links for 'Accessibility', 'Privacy', and 'Contact Us', along with the copyright notice '© King's Printer for Ontario, 2012-25'.

Step 10: Designee's service access status of "Confirmed" on the primary account holder's screen confirms the successful creation of a delegate account.

Ontario

Français

electronic Business Services Enrolment (eBSE)

adpvendor1@yahoo.com

Menu

[Services and Administration](#)

Designee Management

Add Designees

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	Re-notification	Revoke Designation
adpvendor2@outlook.com	ADP Vendor 2	Confirmed	Re-send Email	Revoke

Step 11: Primary account holder must review, authorize, and save permissions. Click on the e-mail address of the designee

Ontario

Français

electronic Business Services Enrolment (eBSE)

adpvendor1@yahoo.com

Menu

[Services and Administration](#)

Designee Management

Add Designees

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	Re-notification	Revoke Designation
adpvendor2@outlook.com	ADP Vendor 2	Confirmed	Re-send Email	Revoke

Step 12: Click MCEDT Service (Upload/Download) from the List of Service Delegations for Designee

Ontario  Français

electronic Business Services Enrolment (eBSE) adpvendor1@yahoo.com Menu

< [Designee Management](#)


Service Delegation

Designee Name: ADP Vendor 2
Select Service links to set permissions
Please note: Service links are only visible for services that allow permissions to be set

List of Service Delegations for Designee

Service
MC EDT SERVICE (UPLOAD/DOWNLOAD)

Step 13: Select all required permissions and click Save

Ontario  Français

electronic Business Services Enrolment (eBSE) adpvendor1@yahoo.com Menu

< [Designee Management](#)

Designee Details

Designate Permissions
Designee Name: ADP Vendor 2
Ministry ID: 2015732

[Save](#) [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 Oxygen Update (TXT)	<input type="checkbox"/>

[↑ Top](#)

Step 14: Successful Update confirmation message indicates permissions have been saved.

The screenshot shows the Ontario eBSE (Electronic Business Services Enrolment) interface. The header includes the Ontario logo, the text "electronic Business Services Enrolment (eBSE)", the user email "adpvendor1@yahoo.com", and a "Menu" button. A breadcrumb link "< Designee Management" is visible. The main heading is "Designee Details". Below this, a box titled "Designate Permissions" contains the following information:

- Designee Name: Sam Castle
- Ministry ID: 2015732

A green success message is displayed: "✓ Successful Update" with the subtext "Designee Permissions have been Saved". Below the message are three buttons: "Save", "Select All", and "Remove All". At the bottom, there is a section titled "UPLOAD PERMISSIONS" which contains a table with two columns: "UPLOAD" and "PERMISSIONS".

5.6 Medical Claims Electronic Data Transfer (MCEDT)/GoSecure References

Additional reference manuals and procedure summaries can be found [here](#)

6. eOxygen Update Submission

6.1 Overview

Upon approval by the ADP, updates to approved HOP Claims must be submitted to the web address assigned.

6.2 File Submission Process

- To submit HOP updates electronically, ADP Vendors must be registered with GO Secure and enrolled in the MCEDT application to confirm their identity. Both GO Secure and MCEDT are Ministry secure environments.
- Vendors can submit files under their own vendor registration number.
- Vendor Head Offices can submit files including HOP Updates from more than one of their associated Vendors in a single file.
- Electronic HOP updates must be submitted on-line through GOSecure/MCEDT channel to a dedicated MCEDT web address.
- On-line HOP update submission is similar to the On-line electronic claim submission. The only difference is the selection of ADP Vendor Oxygen Update as the file type.

The screenshot shows the 'Medical Claims Electronic Data Transfer (MCEDT)' web interface. At the top, there is a header with 'Ontario' and 'Français' links. Below the header, the page title 'Medical Claims Electronic Data Transfer (MCEDT)' is displayed, along with a user email 'stsadptesting+905075@gmail.com' and a 'Menu' button. The main content area is titled 'Electronic File Management' and 'File Upload'. It contains three required fields: 'Select Ministry ID' (a dropdown menu showing '905075 - Toronto Orthopedic Appliance Services Ltd.'), 'Select file to upload' (a blue 'Choose File' button), and 'Select file type' (a dropdown menu). The 'Select file type' dropdown is open, showing a list of options: '-- Select --', 'ADP Vendor Electronic Claim (XML)', 'ADP Vendor Electronic Invoice (TXT)', and 'ADP Vendor Oxygen Update (TXT)'. The 'ADP Vendor Oxygen Update (TXT)' option is highlighted with a red rectangular box.

Note: When a HOP Update file is successfully loaded, it does not mean all updates contained in that file will be successful based on detailed processing business rules.

6.3 HOP Update File Naming Convention

The HOP Update text file name can be user-defined. Suggested naming as follows:

<Submitter Registration #_HOP_UPD _date of submission formatted as YYYY-MM-DD>.txt

Sample:

99999999_HOP_UPD_2011-06-19.txt

where the Submitter Registration # is either the Vendor Registration # or Head Office Registration # of the submitter of the file.

6.4 HOP Update File Format & Content Rules

To be successfully uploaded into the system, the file format must conform to the specifications provided in Section [6.6](#)

- Must be in Comma Separated Values with file extension type of ".txt"
- Only last four digits of Health Number are allowed

6.5 HOP Update File Upload Rejection Because of Formatting Error

If the HOP Update file fails to load because of a formatting error, the system will not process any updates contained in the file.

When problems arise, an error report will be generated, and you can download the eOxygen update submission report that will be available within three (3) business days from the MCEDT web site.

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

Sample

FILE UPLOAD REPORT

Vendor Registration Number:	999999
Vendor Name:	EFG VENDOR
File Name:	999999_2011-06_13.txt
Upload Date:	2011/06/17
Upload Status:	Failed Upload
Number of Records Uploaded:	0
Total Amount Uploaded:	\$0.00

File Upload Errors

Error Code	Error

Line Errors (only first 100 errors displayed)

Line Number	Error Code	Error
1	5	Missing or incorrect format of ADP Claim Number
2	5	Missing or incorrect format of ADP Claim Number
3	5	Missing or incorrect format of ADP Claim Number
4	5	Missing or incorrect format of ADP Claim Number
5	5	Missing or incorrect format of ADP Claim Number
6	5	Missing or incorrect format of ADP Claim Number
7	12	Missing or incorrect format of ADP Device Code
11	12	Missing or incorrect format of ADP Device Code
12	12	Missing or incorrect format of ADP Device Code
13	12	Missing or incorrect format of ADP Device Code
14	12	Missing or incorrect format of ADP Device Code
15	12	Missing or incorrect format of ADP Device Code
21	12	Missing or incorrect format of ADP Device Code
101	12	Missing or incorrect format of ADP Device Code
102	19	Missing or incorrect format of Benefit Code

6.6. HOP Update Format Specifications

6.6.1 File Layout

The HOP Update file format must be comma-delimited. The file must have the extension type ".txt".

Each HOP Update record must contain all of the following 16 data fields separated by a comma. Each of the 15 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 digits long	

3	Client Health Number	Last 4 digits of Client Health Number (mandatory, numeric, exactly 4 digits long)	
4	Hospital Admission Date	optional, date formatted DDMMYYYY	
5	Hospital Discharge Date	optional, date formatted DDMMYYYY	
6	Date of Death	optional, date formatted DDMMYYYY	
7	Equipment Start Date	optional, date formatted DDMMYYYY	
8	Cylinders to System	optional, "Y"	
9	Number Large Cylinders	optional, integer	
10	Large Cylinder Low Flow Indicator	optional, "Y"	
11	Number Small Cylinders	optional, integer	
12	Small Cylinder Low Flow Indicator	optional, "Y"	
13	Date Therapy Discontinued	optional, date formatted DDMMYYYY	
14	Social Assistance Program Code	optional, alphanumeric up to 3 characters long,	allowed values "OWP", "ODS", "ACS", "CCA", "SEN", "LTC" or "REG"
15	Funding Eligibility Start Date	optional, date formatted DDMMYYYY	
16	Funding Eligibility Stop Date	optional, date formatted DDMMYYYY	

6.6.2 Sample Data

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

Details Record Format

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ADP Vendor #	ADP Claim #	Client Health #	Hosp Admit Date	Hosp Disch Date	Date of Death	Equip Start Date	Cyl to System	Lg Cyl	Lg Low Flow	Sm Cyl	Sm Low Flow	Date Disc	Soc Asst	Fund Elig Start Date	Fund Elig Stop Date
101048	1000240	0681													
101048	1000425	5843											OWP	25042010	24042011
101048	1000241	2247			06042010										
101048	1000478	3892				12052010	Y								
101048	1000478	3892	24042010	12052010											
101048	1000398	4876				01052010		2	Y	4	Y				
101048	1000288	3493										16042010			

6.6.3 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.

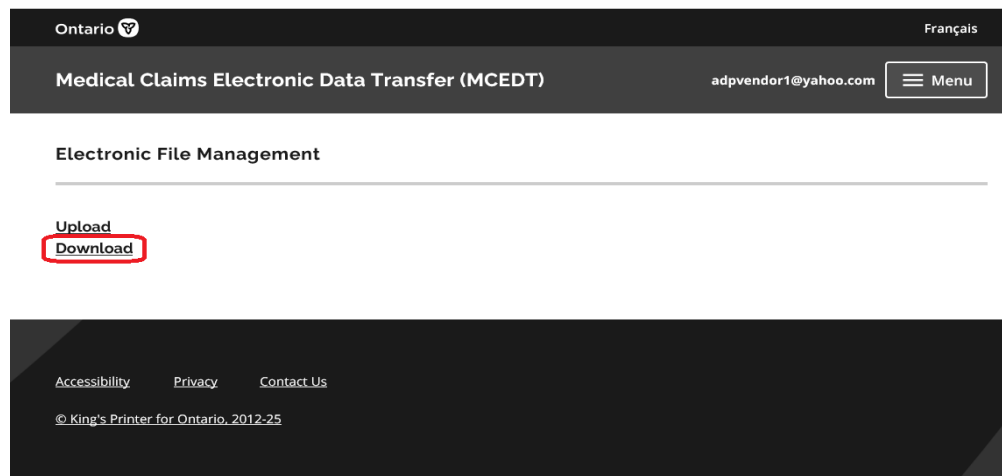
#	Data Element	Error
1	ADP Vendor Number (mandatory, numeric up to 7 digits long, must be a valid ADP Vendor Number)	<i>Missing or invalid ADP Vendor Number</i>
2	ADP Claim Number (mandatory, alphanumeric up to 20 digits long)	<i>Missing or incorrect format of ADP Claim Number</i>
3	Last 4 digits of Client Health Number (mandatory, numeric, exactly 4 digits long)	<i>Missing or incorrect format of Client Health Number.</i>
4	Hospital Admission Date (optional, date formatted DDMMYYYY)	<i>Incorrect format of Hospital Admission Date</i>
5	Hospital Discharge Date (optional, date formatted DDMMYYYY)	<i>Incorrect format of Hospital Discharge Date</i>
6	Date of Death (optional, date formatted DDMMYYYY)	<i>Incorrect format of Date of Death</i>
7	Equipment Start Date (optional, date formatted DDMMYYYY)	<i>Incorrect format of Equipment Start Date</i>
8	Cylinders to System (optional, "Y")	<i>Invalid value for Cylinders to System</i>
9	Number Large Cylinders (optional, integer)	<i>Invalid value for Number Large Cylinders</i>
10	Large Cylinder Low Flow Indicator (optional, "Y")	<i>Invalid value for Large Cylinder Low Flow Indicator</i>
11	Number Small Cylinders (optional, integer)	<i>Invalid value for Number Small Cylinders</i>
12	Small Cylinder Low Flow Indicator (optional, "Y")	<i>Invalid value for Small Cylinder Low Flow Indicator</i>
13	Date Therapy Discontinued (optional, date formatted DDMMYYYY)	<i>Incorrect format of Date Therapy Discontinued</i>
14	Social Assistance Program Code (optional, alphanumeric up to 3 characters long, allowed values "OWP", "ODS", "ACS", "CCA", "SEN", "LTC" or "REG")	<i>Invalid Social Assistance Program Code</i>
15	Funding Eligibility Start Date (optional, date formatted DDMMYYYY)	<i>Incorrect format of Funding Eligibility Start Date</i>
16	Funding Eligibility Stop Date (optional, date formatted DDMMYYYY)	<i>Incorrect format of Funding Eligibility Stop Date</i>

7. e-Submission Status Report

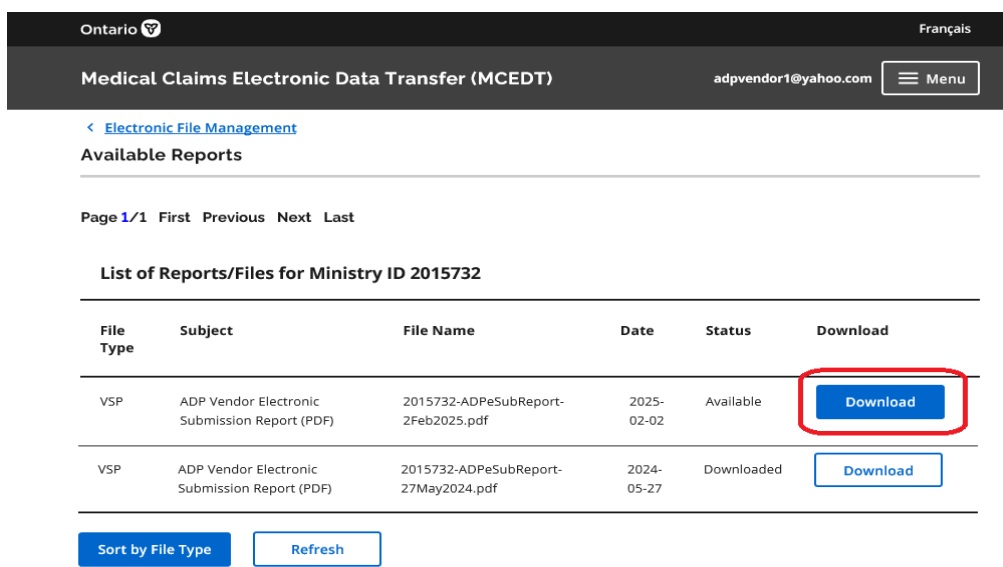
The e-Submission report will be issued in PDF format only and will be available for your review regardless the submission status. Refer to Appendix [8.5](#) for a list of eSubmission statuses.

Step 1: Login to GoSecure - Refer to Appendix [8.1](#)

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”.

Ontario

Français

Medical Claims Electronic Data Transfer (MCEDT)

adpvendor1@yahoo.com

Menu

[Electronic File Management](#)

Available Reports

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List of Reports/Files for Ministry ID 2015732

File Type	Subject	File Name	Date	Status	Download
VSP	ADP Vendor Electronic Submission Report (PDF)	2015732-ADPeSubReport-2Feb2025.pdf	2025-02-02	Downloaded	Download
VSP	ADP Vendor Electronic Submission Report (PDF)	2015732-ADPeSubReport-27May2024.pdf	2024-05-27	Downloaded	Download

[Sort by File Type](#)[Refresh](#)

Note: e-Submission Status Report includes status on all e-submissions, i.e. claims, renewals, invoices and eOxygen Updates 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.

7.1 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: 1-800-268-6022 TTY: 416-327-4282 E-mail: adp@ontario.ca	Tél.: 416-327-8804 Téléc.: 416-327-8192 Sans frais: 1-800-268-6022 ATS: 416-327-4282 Courriel: adp@ontario.ca	

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 <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

E-Oxygen Update Submission Report

Vendor/Head Office Number:	4876825
Vendor/Head Office Name:	ABC VENDOR
File Name:	4876825_HOP_UPD_2010-11-15.txt
Upload Date	16/11/2010
Upload Status:	Failed to Upload
Number of Records Uploaded:	136

File Upload Errors

Error	Error Description
34	Invalid File Name.

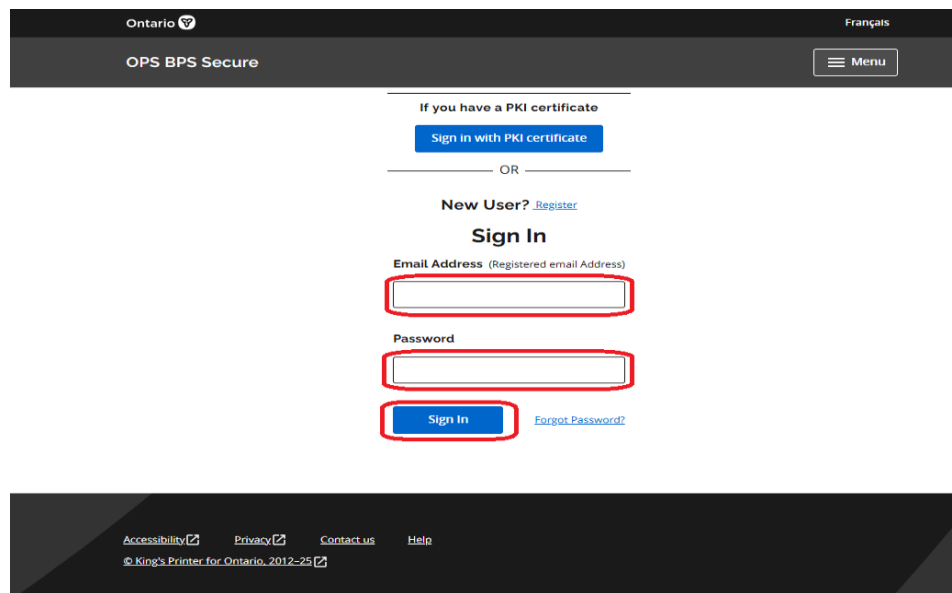
Line Errors (only first 100 errors displayed)

Line Number	Error	Error Description
-------------	-------	-------------------

8. Appendixes

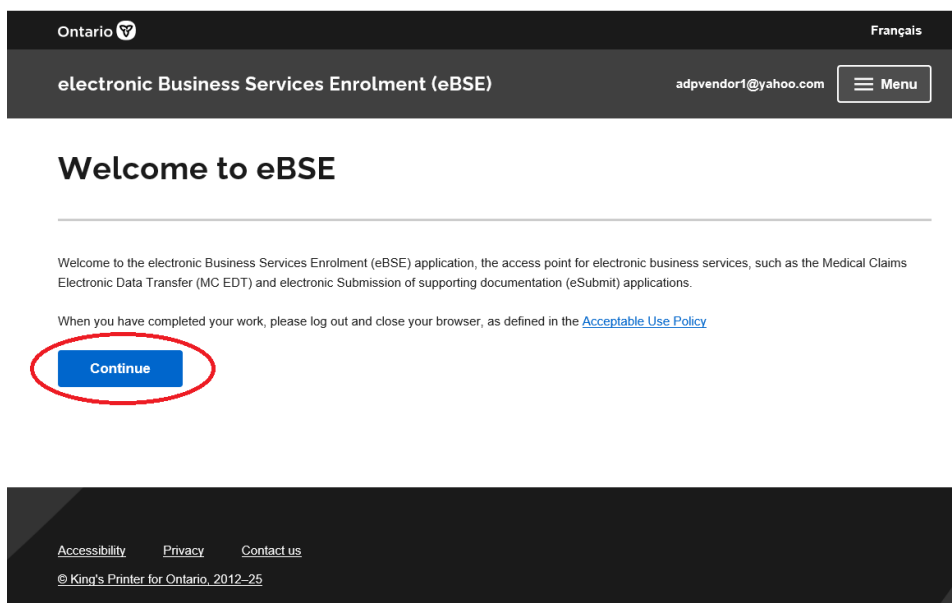
8.1 Login to Go Secure (<https://www.edt.health.gov.on.ca>).

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



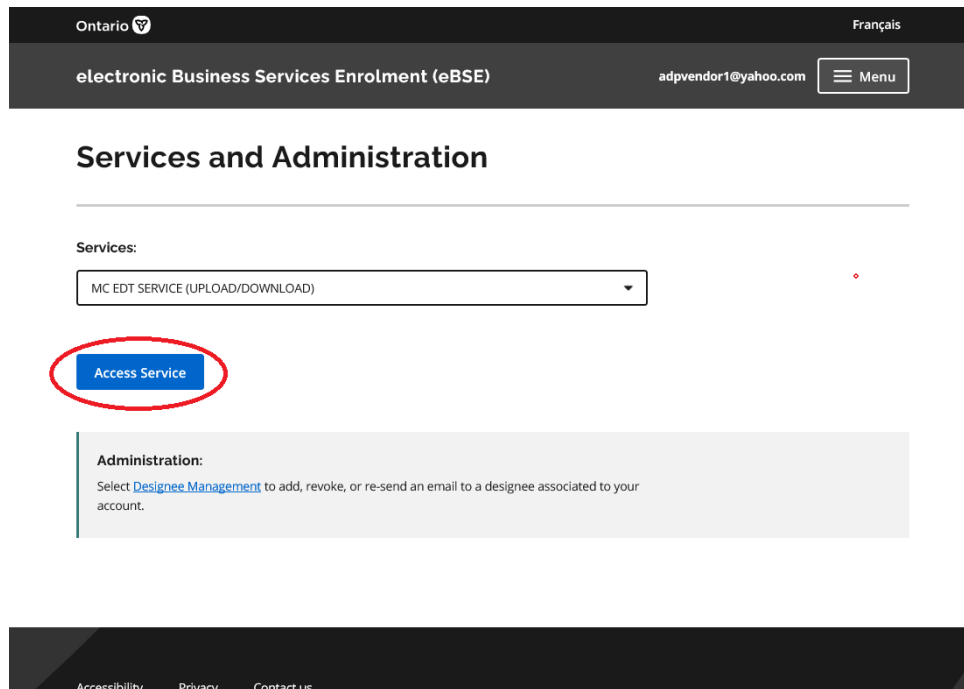
The screenshot shows the login interface for OPS BPS Secure. At the top, there is a header with the Ontario logo, a language selector for 'Français', and a 'Menu' button. Below the header, the text 'OPS BPS Secure' is displayed. The main content area has a section for PKI certificate login with a 'Sign in with PKI certificate' button. Below this, it says 'OR' and 'New User? Register'. The 'Sign In' section follows, with labels for 'Email Address (Registered email Address)' and 'Password'. Both input fields are highlighted with red rectangles. Below the password field is a 'Sign In' button, also highlighted with a red rectangle, and a link for 'Forgot Password?'. At the bottom, there is a footer with links for 'Accessibility', 'Privacy', 'Contact us', and 'Help', along with a copyright notice for '© King's Printer for Ontario, 2012-25'.


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



The screenshot shows the 'Welcome to eBSE' page. The header is similar to the previous page, with the Ontario logo, 'Français' language selector, and 'Menu' button. Below the header, the text 'electronic Business Services Enrolment (eBSE)' is displayed, along with the user email 'adpvendor1@yahoo.com'. The main content area has a heading 'Welcome to eBSE' followed by a paragraph: '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.' Below this is another paragraph: 'When you have completed your work, please log out and close your browser, as defined in the [Acceptable Use Policy](#)'. A blue 'Continue' button is highlighted with a red oval. At the bottom, there is a footer with links for 'Accessibility', 'Privacy', and 'Contact us', along with a copyright notice for '© King's Printer for Ontario, 2012-25'.

Select MCEDT Service (Upload/Download) from the Services and Administration section and click “Access Service”



Ontario  Français

electronic Business Services Enrolment (eBSE) adpvendor1@yahoo.com Menu

Services and Administration

Services:

MC EDT SERVICE (UPLOAD/DOWNLOAD)

Access Service

Administration:

Select [Designee Management](#) to add, revoke, or re-send an email to a designee associated to your account.

Accessibility Privacy Contact us

8.2 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 **8.3**
 - 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

8.3 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

8.4 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	<i>Invalid File Format.</i>

	not match xml file created from the current PDF form.	
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>

8.5 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.

8.6 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 MCEDT 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**.

8.7 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 **8.4** 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.

8.8 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.

8.9 Help in Downloading Forms

This section is copied from the Ontario Central Forms Repository page

Alert!

PDF Forms will no longer work with older versions of Adobe Reader including Adobe Reader XI. Please update your free Adobe Reader to the latest version from the [Acrobat Reader download page](#) so that you can continue to access these forms.

How to view and fill forms downloaded from the Central Forms Repository (CFR)

- Search for a Form, or browse the list of all forms, or browse forms by Ministry
 - *Note: Internet Explorer is not supported.*
- Click the Download button and the file will be saved to your computer.
- Click the link or icon in your browser to "Show in Folder". The folder will open with the file selected.
 - *Note: Don't use your browser's "Open" feature, or the browser will try to open the file inside the browser.*

Troubleshooting

1. When you attempt to download the file, does the file open directly in the Web Browser, rather than being saved as a file? If you are on a computer with a keyboard, you can try pressing and holding the ALT key on your keyboard while you click the "Download" button. This might help by overriding the browser's default behaviour, and save the file to your computer.

2. Are you receiving an Adobe generic message when opening a PDF form? You might be attempting to use a browser such as Chrome to open the PDF form, prompting the browser to try to use its proprietary document viewer and (in some instances) can not support the form.

Please follow the recommendation to open the form properly:

- Click the "Download" button. (Do not click the form to open it in a browser). A pop-up "Downloads Page" opens.
 - Hover above the form you just downloaded and click the file-icon to show in the folder location.
 - Highlight the form you just downloaded, right-click and select "Open With".
 - From the list of choices, select the option "Adobe Reader" or "Acrobat Reader"
 - Do not double-click to open the downloaded form, as Adobe Reader might not be the default program to open PDF.*
 - In the Reader application, you can complete the form. *Note: the functionality for each form may vary. Some forms must be filled and printed and can not be saved with the data. Please carefully follow the instructions contained in the file.*
3. Are you experiencing navigation issues with NVDA and JAWS screen readers? In some versions of these screen readers, the default settings may need to be adjusted to optimize your experience.

We suggest you review the customization options associated with these tools.

- You can [view the 2022 NVDA user guide online](#) or review the general help found within the NVDA application.
- For general information about the free, open source NVDA text-to-speech software, please visit the [NVDA Website](#).
- You can [access the JAWS user guide online](#), or review the general help found with the JAWS application.
- For general information about JAWS, you can review the [product information for JAWS](#) on the Freedom Scientific website.

8.10 Designee Registers for OPS BPS Secure

This section is copied from the Medical Claims Electronic Data Transfer Designee Maintenance User Guide from the [Medical Claims Electronic Data Transfer \(MCEDT\)](#) web page

1. Copy this link your Internet browser <https://www.ebse.health.gov.on.ca>
2. Select the New User Register.
3. Type in your information, select I agree to the Terms of Service, and then select Register.
4. Upon the successful registration you will receive a message stating 'Registration Successful'.
5. Close your browser.
6. OPS BPS Secure will send you a one-time mandatory email verification on your registered email.
7. Retrieve the Registration email sent to the email address you entered and select the Sign In link to complete email verification.
8. Sign in with email address and password.
9. Retrieve the Email Verification email sent to the email address you entered and locate the 8-digit one-time PIN.
10. Enter the one-time PIN to complete your registration and click Submit.
11. Upon successful verification you will receive a message stating 'Success! Email Verification complete'.
12. Notify your health care provider that you have completed the registration

9. Program Addresses

9.1 Assistive Devices Program

Assistive Devices Program
Ministry of Health
5700 Yonge Street, 7th Floor
Toronto, Ontario M2M 4K5
Email: adp@ontario.ca
Telephone: Toronto area (416) 327-8804
Toll free: 1-800-268-6021
TTY: 1-800-387-5559
Fax: (416) 327-8192

Public Website:

<https://www.ontario.ca/page/assistive-devices-program>

Health Professionals Website:

<https://www.ontario.ca/document/assistive-devices-program-health-care-professionals>