

# HCAI Enrolment for Health Care Facilities NOT Named in Tier 1, Tier 2 or Tier 3

If your health care facility (HCF) has ***not*** yet been assigned an effective date on our existing Tier 1 (April 19 to May 31 effective dates) or Tier 2 (June 7 to August 30 effective dates) lists, this means that your effective date will be in **Tier 3** (October 4 to December 13).

## Tier 3

To register as a Tier 3 clinic, follow the instructions for Group I or II, or as stated in the following pages.

- I. **GROUP I** – Your HCF was **not previously enrolled** with HCAI, and is ***not*** listed in the Tier 3 list.
- II. **GROUP II** – Your HCF is **new or is operating under a different name**, and is ***not*** listed in the Tier 3 list.

**These groupings apply whether your HCF interfaced with HCAI through:**

- The online web application or
- Practice Management Software (PMS) or
- The HCAI Data Entry Centre (DEC).

**Before moving to the registration step, review the options you have to interact with HCAI by visiting [www.hcaiinfo.ca](http://www.hcaiinfo.ca).**

**You will find full descriptions of the 3 options available. You may use:**

1. the online web application;
2. a PMS vendor that is integrated with HCAI;
3. the paper process and have the Data Entry Center enter your paper forms into HCAI.
  - a. If you select this option remember, the forms must be completed accurately and meet the business rules of HCAI. All the details can be found at [www.hcaiinfo.ca](http://www.hcaiinfo.ca).

## Group I – HCF Not Previously Enrolled & Not Named in Tier 3 List

Step	Web or PMS User	HCAI DEC User
1	Complete the online registration process by following the instructions in the document called <a href="#">Enrolling with HCAI</a> . <a href="#">Click here</a> to access this document	Contact the HCAI DEC at 1 866 348 9133 and request the registration package.
2	Fax the signed registration details (enrolment form) to 416 497 6505	Complete the package and fax it to the DEC at 1 866 346 6744
3	<p>Your HCF will be assigned an effective date between October 4 and December 13th.</p> <p>While you may request a date, assignment of dates will be on a first-come-first-serve basis.</p> <p>You will be notified of your effective date within 2 weeks of our receiving your enrolment documentation</p>	<p>Your HCF will be assigned an effective date between October 4 and December 13th.</p> <p>While you may request a date, assignment of dates will be on a first-come-first-serve basis.</p> <p>You will be notified of your effective date within 2 weeks of our receiving your enrolment documentation</p>
3	Your clinic will be “Approved” or activated 10 business days before your effective date.	To increase efficiency when submitting paper forms to the HCAI DEC, take time to review the OCF DEC User Manuals.
4	On your effective date, you must use HCAI to transmit all OCFs 18, 22, 23 and 21 to insurers.	On your effective date, you must use HCAI (DEC) to transmit all OCFs 18, 22, 23 and 21 to insurers.

## Group II – New HCF or Operating Under New Name & Not Named in Tier 3 List

Step	Web or PMS User	HCAI DEC User
1	Complete the online registration process by following the instructions in the document called <a href="#">Enrolling with HCAI</a> . <a href="#">Click here</a> to access this document	Contact the HCAI DEC at 1 866 348 9133 and request the registration package.
2	Fax the signed registration details (enrolment form) to 416 497 6505	Complete the package and fax it to the DEC at 1 866 346 6744
3	Your HCF will be assigned an effective date between October 4 and December 13th.  While you may request a date, assignment of dates will be on a first-come-first-serve basis.  You will be notified of your effective date within 2 weeks of our receiving your enrolment documentation	Your HCF will be assigned an effective date between October 4 and December 13th.  While you may request a date, assignment of dates will be on a first-come-first-serve basis.  You will be notified of your effective date within 2 weeks of our receiving your enrolment documentation
3	Your clinic will be “Approved” or activated 10 business days before your effective date.  To locate your effective date, refer to the Tier 3 list.	To increase efficiency when submitting paper forms to the HCAI DEC, take time to review the OCF DEC User Manuals.
4	On your effective date, you must use HCAI to transmit all OCFs 18, 22, 23 and 21 to insurers.	On your effective date, you must use HCAI (DEC) to transmit all OCFs 18, 22, 23 and 21 to insurers.