

List of Health Practitioners and Regulated Health Professionals

Professions in **bold** will be in effect on March 07, 2011

Profession "Midwife" will be deactivated from March 07, 2011

Profession	Profession Code	Health Practitioner	Regulated Health Professional	Unregulated
Acupuncturist	AC			X
Assistant Nurse	AN			X
Assistant Therapist	AT			X
Athletic Therapist	AH			X
Audiologist	AU		X	
Cardiologist	CR	X	X	
Case Manager	CM			X
Chiropractor	DC	X	X	
Communicative Disorders Assistant	CD			X
Dental Hygienist	DH		X	
Dental Technologist	DT		X	
Dentist	DD	X	X	
Denturist	DE		X	
Dermatologist	DR	X	X	
Dietitian	DI		X	
Family Practitioner/General Practitioner	GP	X	X	
Gastroenterologist	GE	X	X	
General Surgeon	GS	X	X	
Healthcare Aid	HA			X
Internal Medicine	IN	X	X	
Kinesiologist	KN			X
Massage Therapist	MT		X	
Medical Laboratory Technologist	ML		X	
Medical Radiation Technologist	MR		X	
Midwife (to be deactivated)	MW		X	
Naturopath	NT			X
Neurologist	NG	X	X	
Neurosurgeon	NSN	X	X	
Neuropsychiatrist	NPY	X	X	
Neuropsychologist	NPS	X	X	
Nurse Practitioner	NP	X	X	
Occupational Medicine	OH	X	X	
Occupational Therapist	OT	X	X	
Occupational Therapy Assistant	OTA			X
Ophthalmologist	OM	X	X	
Optician	OC		X	
Optometrist	OP	X	X	
Orthopaedic Surgeon	OSN	X	X	
Orthotist/Prosthetist	OR			X
Osteopath	OS			X
Other	OTH			X
Other Medical/Surgical Practitioner	MD	X	X	
Other Paramedical	PX			X
Otolaryngologist/Head Neck Surgeon	OL	X	X	
Pharmacist	PH		X	
Physiatrist	PHY	X	X	
Physiotherapist	PT	X	X	

Profession	Profession Code	Health Practitioner	Regulated Health Professional	Unregulated
Physiotherapy Assistant	PHA			X
Plastic Surgeon	PSN	X	X	
Podiatrist/Chiropodist	PO		X	
Psychiatrist	PY	X	X	
Psychological Associate	PA	X	X	
Psychologist	PS	X	X	
Psychometrist	PM			X
Psychotherapist	PR			X
Radiologist	RD	X	X	
Recreation Therapist	RT			X
Registered Nurse	RN		X	
Registered Practical Nurse	RP		X	
Rehabilitation Counselor /Therapist	RH			X
Respiratory Therapist	RS		X	
Rheumatologist	RSN	X	X	
Urologist	UR	X	X	
Social service worker *	SS		X	
Social worker*	SW		X	
Speech-Language Pathologist	SL	X	X	
Vocational Rehabilitation Counselor	VR			X

How to change a provider's profession in HCAI

Provider profiles cannot be edited in HCAI. This preserves the continuity of any records submitted prior to ending a provider or beginning a new provider profile.

The incorrect version cannot be edited; therefore you must end the incorrect version and add the correct version of the provider. This can be done internally by the Facility Administrator or Authorizing Officer.

- Log onto HCAI:
- Go to the MANAGE global tab and the FACILITY MANAGEMENT sub-tab
- Scroll down to the list of "Associated Providers"
- Click on the name of the provider (see Figure 1)

Figure 1: Select provider name

The screenshot displays the 'Associated Providers' section of the HCAI system. At the top right, there is an 'ADD PROVIDER' button. Below it, the text '(1 of 2)' is shown. The main area contains a table with the following columns: Provider Name, Start Date, End Date, and Status. The 'Medical, Specialist' row is highlighted with a red border. The table lists various provider roles such as 'Acme, Translation', 'Admin, Istrator', 'Chiro, Practor', 'Mary, Jones', 'Massage, Therapist', 'Occupational, Therapis', 'Physical, Therapist', 'Physical, Therapist - CAT', and 'Psychol, Cojist'. At the bottom right of the table area, there is a 'View: 10 items' dropdown menu and '1 2 Next >' navigation links. The footer of the page reads '© 2009 Health Claims for Auto Insurance Processing | Privacy Policy | Change Password'.

- e. Insert the date on which the old profession will last be used. (e.g. 2011/02/28) and click on < SAVE >
 1. NOTE: the provider's name and the old profession will continue to appear on invoices for a period of 6 months following the end date. Plans will not display the name with the old profession after the end date.

Figure 2: Insert End Date

The screenshot shows the HCAI web application interface. At the top, there is a navigation bar with tabs for PLANS, INVOICES, SEARCH, and MANAGE. The MANAGE tab is active. Below the navigation bar, there is a search bar for Patient Last Name and a dropdown menu for All Forms. The date 2010/12/30 is displayed in the top right corner. The main content area is titled 'Facility Registration > Post Sept 1 2010 Rehab > Provider Registration'. Under the 'Provider Details' section, there are several fields: Status (Approved), * First Name (Specialist), * Last Name (Medical), Default Hourly Rate (\$/hr) (250.00), * Start Date (2010/08/23), and End Date (2011/02/28). The End Date field is highlighted with a red box. Below this is the 'Profession Details' section, which includes a table with columns for Profession and Registration Number. The table contains one entry: Other Medical/Surgical Practitioner 6809. There are buttons for ADD PROFESSION, CANCEL, and SAVE.

- f. Next, add the provider as if he/she were a new provider, but use the correct or new information.
 1. Click on < ADD PROVIDER > (see Figure 1)
 2. Enter the information (first name, last name, default hourly rate) and add the correct or updated profession.
 3. If possible, make the new version of the provider's name distinguishable from the old version. This will be helpful when completing invoices, to ensure you select the correct version of the provider.

Example: if you add Robert Smith with a new or corrected profession, rather than entering Robert Smith again (in which case you will see two Robert Smiths on your plans dropdowns), enter Rob Smith or Robert A Smith so you know to select the most current version on invoices.

- g. Click on <SAVE>.