

## Did you know?

### Health Care Facilities – Make Cheque Payable Field

Adjusters or support workers who are issuing payments outside of HCAI should always review the *Make Cheque Payable To* field of the OCF21B/C. This field indicates to whom payment should be directed.

Health care facilities have the ability in HCAI to inform insurers about the specific name to whom a cheque should be made payable.

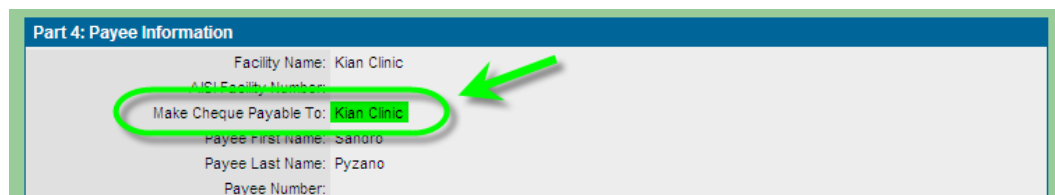
When a Health Care Facility sets up its practice in HCAI, the Facility may choose to lock the *Part 4: Payee Information* section in an invoice (OCF-21B/C).

If a Facility chooses not to lock the *Make Cheque Payable To* field, it can be edited during the invoice completion process. In this case, a single clinic may submit multiple invoices, each of which instructs the insurer to make the cheque payable to a different name.

#### Example

Kian Clinic has chosen not to lock the *Make Cheque Payable To* field.

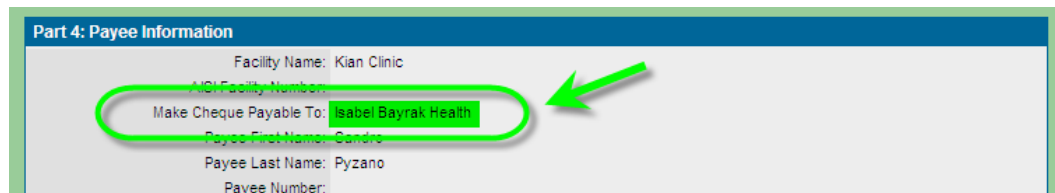
1. Kian Clinic may submit one invoice that instructs the insurer to issue a cheque that is payable to Kian Clinic.



Part 4: Payee Information

Facility Name: Kian Clinic  
 AOCI Facility Number:  
 Make Cheque Payable To: Kian Clinic  
 Payee First Name: Sandro  
 Payee Last Name: Pyzano  
 Payee Number:

2. A different invoice from Kian Clinic will instruct the insurer to issue the cheque to Dr. John Smith.



Part 4: Payee Information

Facility Name: Kian Clinic  
 AOCI Facility Number:  
 Make Cheque Payable To: Isabel Bayrak Health  
 Payee First Name: Sandro  
 Payee Last Name: Pyzano  
 Payee Number:

Adjusters or support workers who are issuing payments outside of HCAI, but are using the OCF-21B/C transaction in HCAI as a guide to the payment owed, should always review the "Payee Information" in Tab 1, Section 4, specifically the *Make Cheque Payable To* section.