Frequently Asked Questions
Limb Prostheses

Why is ADP making changes to the Application for Funding Limb Prostheses form?

The ADP is implementing a new information technology system to improve reliability and cost effectiveness in documenting client transactions, claims adjudication, and vendor payments. This new system will support the Government of Ontario’s Green IT Strategy, improve system security and information management, and improve stakeholder accessibility by decreasing time required for obtaining funding, increasing automation of claims processing and improving stakeholder and client satisfaction.

What changes are being made to the application process?

None. ADP will still require a fully completed application form to be submitted to the Program for funding requests for clients requiring limb prosthesis.

Are test sockets now eligible for funding with preparatory sockets?

No, as per current policy, test sockets are only funded with initial/definitive sockets.

What changes are being made to the Application for Funding Limb Prostheses form?

A new application form has been created to replace both the Conventional Limb Prostheses form and the generic Equipment Supply Authorization (ESA) form currently used for submitting ADP funding requests for conventional limb prostheses and externally powered limb prostheses.

The ADP requires the authorizer to confirm the client’s eligibility for ADP funding assistance and will not be required to provide the specific ADP device code or description of the device required. The authorizer will indicate (check box format) the type of device required by the client (preparatory sockets/additions, components, control systems, modification and/or adjustments is required by the applicant) instead of providing the ADP device code/catalogue numbers and/or description of the device.

Although the reference to device codes has been removed from the device selection part of the application form, the codes will continue to be used on invoices submitted for payment. The device codes and ADP prices are listed in the product manual.

When the application numbers are generated, how many digits will they have?

All applications will be assigned 10 digits.

Where can I obtain the new ADP application form for funding Limb Prostheses and the supporting documentation?
The form is available on the ADP website at:
Application forms will no longer be pre-numbered; a claim specific ADP number will be created when the application is data entered at the ADP.

How will the new Application for Funding Limb Prostheses form impact me as an authorizer?

The ADP requires the authorizer to confirm the client’s device specific eligibility for ADP funding by completing two eligibility questions - one for Conventional limb Prostheses and the other for Externally Powered Limb Prostheses - in Section 2 of the application form. The Reason for the Application and Reason for Replacement of Previously Funded ADP Device and/or Modification/Adjustments Required must also be completed by the authorizer to confirm eligibility.

Note: more than one device type and device placement may be selected on the application form as required.

Device Selection and Application Reason: The authorizer must complete and provide the following information:

- Initial Preparatory or Definitive Device
- Additional Devices
- Modifications/or Adjustments
- Replacement of Previously ADP funded Device (Normal Wear)
- Replacement /Growth /Atrophy
- Replacement /Change in Medical Condition

The application reason number has been provided in Section 2 of the application form and needs to be entered next to the device selection

For Modification or Adjustment: The authorizer needs to provide the following:

- Description of device being modified
- Technical Time
- Clinical Time
- Materials Cost
- Total Cost

Special Approval for Hybrid Device (combination of orthotic/prosthetic device): The authorizer needs to provide the following:

- Description of device type required

Replacement previously funded ADP devices due to Wear:

Replacement of previously funded ADP devices due to wear will be pro-rated based on each month, provided the device is no longer under warranty and does not meet the client’s needs within the ADP’s eligibility guidelines.

How will I know if a device is prorated and by how much?
If the device is worn before replacement period, the payment amount is pro-rated by the month from the authorization signature date of the previous or similar device. When you receive your Remittance Report from Kingston you will be informed of the dollar amount approved.

**Do I still need to submit a Request for Special Approval?**
No. Special approvals are no longer required. When the claim is adjudicated the device will be automatically prorated if necessary and you will be notified on the Remittance Report from Kingston the percentage approved.

**Is the clinic name mandatory in addition to the clinic number?**
Yes. Both the clinic name and number are required for verification.

**How does the ADP approve a prosthesis for a client if you don’t have the costs associated with it?**
ADP will fund the device types and the costs are verified in Kingston when you submit your invoice with the applicable device codes included.

**What are supplements?**
Supplements are additions to initial/definitive sockets.

**When I submit my application do I just check that additions are being requested and not what they are?**
Yes. You must check that additions or supplements are being requested and then when the vendor submits the invoice he/she will indicated the specific devices codes.

**How will the new Application for Limb Prostheses form impact me as a vendor?**
The ADP registered vendor will continue to be provided with the Application Status Report for the type of device approved. The vendor is still required to use the ADP device code/catalogue number for the device type selected on the invoices submitted for payment.

**What does “Vendor Position Title” mean?**
Means you title or position within the company.

**With the new format can I submit my application and invoice and the same time?**
No. As per current policy, the invoice may be submitted only after you receive approval notification on your Remittance Report.

**Why is the date format “day/month/year” changed to “year/month/day”?**
The format has been changed to year/month/day to meet current standards.

**Do we have to download and print our own applications? Our office does not have access to a computer, how do I get hard copies of information?**
Yes, it is now the responsibility of the registered vendor to download applications. Contact InfoLine at 1-800-268-1154 if you do not have access to a computer. Please note that as January 1, 2012 all invoices will have to be submitted electronically by email.
Can the new application form be downloaded on legal size paper?

   No, applications must be downloaded and submitted to ADP on letter size paper, two sided is acceptable.

It will be impossible to entirely complete the form by fill and print, is filling out part of the application by hand acceptable?

   Complete what you can online and submit the remaining by hand. Keep in mind that original signatures are required by ADP.

Are electronic invoices faxed or scanned and emailed?

   Electronic invoices must be submitted via email attachment as per the memo from the ADP dated March 24, 2011.

When do these changes come into effect?

   The new application form must be used for all applications that have been signed by an authorizer on or after May 14, 2011.

Can I continue to use and submit the old application forms?

   The old application forms signed by an authorizer on or before May 13, 2011 may still be submitted but must be received by the ADP no later than June 30, 2011.