Why is ADP making changes to the Application for Funding Maxillofacial Intraoral 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. The ADP will still require a fully completed application form to be submitted to the Program for funding requests for individuals requiring Maxillofacial Intraoral Prostheses.

What changes are being made to the Application for Funding Maxillofacial Intraoral Prostheses?

The new Application for Funding Maxillofacial Intraoral Prostheses form replaces Equipment Supply Authorization (ESA) application form that is currently being used.

Device specific information has been updated and device selection is entirely through a check box approach.

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 description of each device is found on the form. The authorizer will indicate (check box format) the type of device required by the client.

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.

Where can I obtain the new ADP application form for Funding Maxillofacial Intraoral Prostheses and the supporting documentation?


The 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 Maxillofacial Intraoral Prostheses impact me as an authorizer?
The ADP requires the authorizer to confirm the client’s eligibility for ADP funding by completing the question in Section 2 of the application form to determine device specific eligibility. The Reason for the Application and Reason for Replacement of Device or Procedure must also be completed by the authorizer to confirm eligibility.

Note: Only one device type or procedure required per row is to be selected on the application form.

Note: Section 4 of the application form requires that either the Prosthodontist or the General Dentist complete and select the appropriate check box to authorize payments.

How will the new application form determine whether an authorizer is a Prosthodontist or a General Dentist?

The authorizer must complete Section 4 of the application form to confirm the applicant’s eligibility and check the selection box for either Prosthodontist or the General Dentist as applicable.

Does the health card version code need to be completed on the biographical section of the application form?

Yes. If the client has a version code on their health card, the code must be inserted.

When using the new application for a client that requires a new device or procedure “due to change in medical condition”, do I need a new physician signature if the client is within the 2 year replacement period?

Yes, there has been no change in the policy or business rules. The physician’s signature is required if there is a change in the client’s medical condition. The reason for replacement of previously funded ADP device must be completed in Section 2 of the application form.

How will the new Application for Maxillofacial Intraoral 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.

How will the vendor be informed of the ADP application number as there is no pre-assigned number on the new application form?

Once the ADP receives the completed application form and is data entered, the system will assign a claim number. You will be notified of the claim number by Kingston Financial Management Branch (FMB) on your Invoice Status Application Report.

Does the vendor have to complete a new application form if the client is requiring funding for procedures or adjustments?

Yes. The vendor must complete a new application form to set the client up in the new system. The reason for replacement and the type of procedure or adjustment must be completed in Section 2 of the application form.

Do I enter the ADP product codes on the invoice for payment?
Yes. The ADP product codes and placement must be included on each invoice before submission to Kingston for payment

**Why is the date format “day/month/year” changed to “year/month/day”?**

The format has been changed to year/month/day to current standards.

**Does the new application form have to be filled out and boxes checked off on the website or can I complete the form by hand before printing?**

The new application form can be completed on the web site and, boxes checked off and printed. However, the application has to be mailed to Assistive Devices Program (ADP) with original signatures from prescriber, authorizer, vendor and the client.

The vendor may choose to download the new application form from the website and complete it by hand. Multiple copies of the application form may be printed double or single sided by the vendor prior to mailing it to ADP for submission.

**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.