

**Assistive Devices Program**  
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[www.health.gov.on.ca/adp](http://www.health.gov.on.ca/adp)

**Programme d'appareils et accessoires fonctionnels**  
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## Memorandum

**To:** Physicians, Respiratory Therapy Departments and Sleep Laboratories  
Involved in the Care of Ventilated Assisted Individuals

**From:** David Schachow, Interim Director, Assistive Devices Program

**Date:** March 24, 2020

**Subject:** Sending Applications to the Ontario Ventilator Equipment Pool During the  
COVID-19 Pandemic

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Until further notice, the Application for Funding Ventilator Equipment and Supplies (Application), along with the Addendum for Ventilator Equipment and Supplies Application Form (Addendum), are to be sent directly to the Ontario Ventilator Equipment Pool (VEP), located at Kingston Health Sciences Centre.

**Do not send the Application and the Addendum to the Assistive Devices Program (ADP). Applications sent to ADP will not be processed.**

The Application and the Addendum must be sent by email to: [VEPApplication@kingstonhsc.ca](mailto:VEPApplication@kingstonhsc.ca).

Upon receipt of the documentation, the VEP will notify the sender that they have received the documents.

As a reminder:

- the VEP **will not** process any Application that is incomplete or does not include the Addendum; and
- the Addendum should always include the name and contact information of the health care professional the VEP can contact for additional information or clarification.

All questions related to this memorandum should be sent to:

Regina Pizzuti  
Manager  
Ontario Ventilator Equipment Pool  
1-800-633-8977 or 1-613-548-6156

Please circulate the memo to other interested parties.

(original signed by)

David Schachow