

Long-term Care Patient Enrolment

1. Who qualifies as a long-term care patient?

LTC patients are those patients who reside in a long-term care facility. LTC facilities are for people who require the availability of 24-hour nursing care and supervision within a secure setting. In general, LTC facilities offer higher levels of personal care and support than those typically offered by either retirement homes or supportive housing. LTC facilities are governed under three pieces of legislation: *Homes for the Aged and Rest Homes Act*, *Nursing Home Act*, and *Charitable Institutions Act*. LTC facilities are owned and operated by various organizations.

- Nursing homes are usually operated by private corporations.
- Municipal homes for the aged are owned by municipal councils.
- Charitable homes are usually owned and operated by non-profit corporations, such as faith, community, ethnic or cultural groups.

2. Are there any age restrictions for the enrolment of LTC patients?

No. The patient must be a resident of a long-term care facility.

3. Do I have to enrol everyone in the same nursing home?

If you offer enrolment to one of your patients in a LTC facility, the PCN Addendum requires you to offer enrolment to all of your patients who reside in the same LTC Facility.

4. How do I enrol LTC patients?

The patient, or the person with a power of attorney for personal care for the patient, should complete the *Patient Enrolment and Consent to Release Personal Health Information* form (enrolment and consent form) as per usual. A separate form is required for each LTC patient.

When you and your staff are checking the form for completeness and acknowledging the enrolment you should add the letters "LTC" on the top of the form as per the diagram below. You must use a blue or black ballpoint pen; do not use gel pens. The letters should be large enough to be legible. Be careful not to write in the top right corner of the form which is reserved for microfilming purposes by the ministry.

The diagram shows a form header with the Ontario Ministry of Health and Long-Term Care logo. The title is 'Patient Enrolment and Consent to Release Personal Health Information'. A large 'LTC' is handwritten in the top right area. A box labeled 'Microfilm use only' is in the top right corner. Below the title, it says 'Please PRINT using black or blue ballpoint pen.' and provides a collection of information statement. A section header reads 'Section 1 – I want to enrol myself with the family doctor identified in Section 4'. At the bottom, there are fields for 'Last name', 'First name', and 'Second name'.

5. Can I place the "LTC" letters anywhere on the form?

No, it is important that "LTC" only appears at the top of the form and is not in the microfilming area.

6. If I have enrolled LTC patients without the LTC indicator on the form do I have to re-enrol these patients?

Yes. In the past, LTC patients were not eligible for enrolment. Now that LTC patients are eligible to enrol, a new form is required with the LTC indicator at the top.

7. What date should be on the *Patient Enrolment and Consent to Release Personal Health Information* form?

The date on the enrolment and consent form should be the date the patient signs the form.

8. How do I acknowledge and batch forms for LTC enrolled patients?

The process for acknowledging and batching forms is the same as you are currently using for enrolled patients. Enrolment and consent forms for LTC patients can be batched with non-LTC enrolment forms. Please do not send in forms until you are advised to do so.

9. I have sent in my LTC forms with my batch in error. What can I expect to happen?

Any LTC forms submitted in error will not be processed and will be returned to you.