Physician Sign-Up Preparations for Virtual Care with OTN

25 March 2020

Physicians working in Organizations

1. Get a ONE ID in minutes from the link on the CPSO website (after login)
   - Resource: ONE ID CPSO Registration Guide - https://www.ehealthontario.on.ca/images/uploads/support/one-id/one_id_cpso_registration_guide.pdf
   - If you have a ONE ID but don't remember your username and/or password, go to the eHealth website to troubleshoot
     - Resource: ONE ID Reference Guide (page 2) - https://www.ehealthontario.on.ca/images/uploads/support/one-id/one_id_registrant_reference_guide.pdf

2. Sign up for OTN
   - Resource: OTN Sign up Page - https://otnhub.ca/signup-info/
   - Do you qualify for OTN Express Signup?
     1. Have a ONE ID
     2. Work at an organization that's already an OTN member
     3. Don't already have an OTNhub account

     If you answered YES to ALL three questions, choose Express Signup

     If not, see the "primary contact service" at your organization to sign you up.

3. Register with OHIP through OTN for telemedicine billing

Physicians working as Private Practitioners

1. Get a ONE ID in minutes from the link on the CPSO website (after login)

   - Resource: ONE ID CPSO Registration Guide - https://www.ehealthontario.on.ca/images/uploads/support/one-id/one_id_cpso_registration_guide.pdf

   - If you have a ONE ID but don't remember your username and/or password, go to the eHealth website to troubleshoot

     - Resource: ONE ID Reference Guide (page 2) - https://www.ehealthontario.on.ca/images/uploads/support/one-id/one_id_registrant_reference_guide.pdf

2. Sign up for OTN

   - Resource: OTN Sign up Page - https://otnhub.ca/signup-info/

   - Choose the option Private Practice Sign Up

   - <u>Wait</u> for the "next steps" email from OTN

3. Register with OHIP through OTN for telemedicine billing

Hint:

- There is a difference between "delegate access" to PCVC and "scheduling access with ability to do send invite on behalf of"
  - Delegate access is more work – takes longer and the only difference is the delegate is added to the system in Ncompass
  - PCVC scheduling access gives the person the ability to create OTNinvite's on behalf of the PCVC owner – faster processing time and less work, user is not listed in Ncompass as system contact