

**Ministry of Long-Term Care**

Financial Management Branch  
Corporate Services Division

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**Ministère des Soins de longue durée**

Direction de la gestion financière  
Division des services ministériels

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**March 22, 2021**

**TO:** All Operators  
Long-Term Care Homes

**FROM:** Chandike Tennakoon  
Manager, MLTC LHIN Support & Transaction Services

**SUBJECT:** Claims for Phlebotomy Costs

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This memorandum is to confirm the timelines for the submission of claims for phlebotomy costs for residents. A reminder that all laboratory claims and claim related enquiries should be submitted electronically on a quarterly basis to the Financial Management Branch at the following email address:

[FMB-PHLEBOTOMYCLAIMS@ontario.ca](mailto:FMB-PHLEBOTOMYCLAIMS@ontario.ca)

Your continued cooperation in meeting these timeframes is appreciated as it enables the ministry to manage the claims process more effectively.

**Timelines for Claims relating to 2020**

It is critical that all outstanding claims for the calendar year 2020 be submitted for reimbursement no later than March 31, 2021.

**Timelines for Claims relating to 2021**

<b>Claims Period</b>	<b>Submission deadline</b>	<b>Payment Notice</b>
January-March 31	May 31	July
April-June 30	August 30	October
July-September 30	November 30	January
October-December 31	March 31	May

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Every effort will be made to ensure that LTC homes are paid within the timeframes indicated.

Please ensure the provided Reimbursement Form for Phlebotomy Services and Urgent/STAT Specimen Collection is used. Also, a reminder that when submitting to please:

1. Ensure the Reimbursement Form for Phlebotomy Services is signed by an LTC Home Official;
2. Attach all applicable claim invoices for the Reimbursement Form amounts provided.

Should you require any further information or clarification, please do not hesitate to contact Chris Harper at [chris.harper@ontario.ca](mailto:chris.harper@ontario.ca) and he will be pleased to assist you.

Sincerely,



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Chandike Tennakoon

Attachments:

1. Reimbursement Form for Phlebotomy Services
  2. Laboratory Services Funding Guidelines
- c. Lisa Levin, Chief Executive Officer, AdvantAge Ontario  
Donna Duncan, Chief Executive Officer, Ontario Long-Term Care Association  
Abby Dwosh, Director, Funding and Programs Branch, MLTC  
Jim Yuill, Director, Financial Management Branch, MOH/MLTC