

Submission and error correction checklist

Guideline for submitting claims and actioning rejections.

RUN THIS
Every submission cycle

1 Run OHIP simulation first, resolve flagged errors

Administration › Billing › [Simulation OHIP File](#)

Simulation OHIP File

Bill Center: Hamilton

Select Provider

Wyle, Noah

From:

2026-05-01

To:

2026-07-29

Create Report

Print

2 Generate and submit the claim file via MCEDT

Administration › Billing › [Generate OHIP File](#)

Generate OHIP File

Show Archive

Select Provider

Dolittle, David

Billing Center

Hamilton

Service Date Start:

2026-05-01

Service Date End:

2026-07-29

Create Report

Use individual provider's bill center setting (will use above bill center if provider does not have one set.)

Print

Provider	Creation Date	Clm/Rec	Total	In OHIP	HTML
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3 Ensure all files are submitted in the MCEDT Mailbox

Administration › Billing › [MCEDT Mailbox](#)

Upload

Upload

Sent

Download

Upload

* You may select a maximum of 5 files at a time to upload to MC-EDT

Select	File Name	Type	Created on
☐		Claims	Wed Aug 07 17:58:26 EDT 2024
☐		Claims	Wed Aug 07 17:58:26 EDT 2024
☐		Claims	Wed Aug 07 17:58:26 EDT 2024
☐		Claims	Wed Aug 07 17:58:26 EDT 2024

Close the loop on rejections

Reports come back on a delay — these two steps finish the cycle.

AVAROS

4

Check batch edit and error report

AFTER 48-72 HRS

ONLY IF AUTO-DOWNLOADS IS OFF

Administration › Billing › MCEDT Mailbox › Download › Select Billing Number › Check off › Download

THEN RUN THE FILE

Administration › Billing › View MOH Files › click the file name to run

VIEW MOH FILES

Archive

View:

Inbox

☐	Report Date	Type	File Name	Download File	Date Downloaded
☐	2024-11-06 10:16:03	Batch Edit	BK [REDACTED]		2024-11-21 17:03:30
☐	2024-11-07 09:54:30	Error Reports	EK [REDACTED]		2024-11-21 17:03:29

5

Correct and resubmit rejected claims

FIND THEM

Administration › Billing › Invoice Reports › Rejected

FIX THEM

Edit the invoice directly, then set Billing Status back to “Bill OHIP”

Invoice Reports

Date: 2026-07-29

Print

☒ ALL ☒ Bill OHIP ☒ RMB ☒ WCB ☒ Not Bill ☒ Bill Patient ☒ OCF ☒ ODSP ☒ CPP ☒ STD/LTD ☒ IFH

Site:

All Sites

Provider:

Dolittle, David

OHIP No.:

700000

Start:

End:

30 60 90 days back

Dx:

Serv. Code:

%

Demographic:

RA Code:

Visit Type:

Billing Form:

Visit Location:

Not Applicable

Payment Start:

Payment End:

☐ All ☒ Rejected ☐ Capitated ☐ Invoiced ☐ Bill Patient ☐ Submitted OHIP ☐ Settled/Paid ☐ Bad Debt ☐ Deleted Bill

Create Report

THE CYCLE

5 steps

01 Simulate

02 Generate

03 Confirm sent

04 · 48-72 HRS Check reports

05 Correct & resubmit

AVAROS · SUBMISSION AND ERROR CORRECTION CHECKLIST

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