

10.2 Infant Registration Process

Policy Statement

The purpose of the infant registration process is to expedite the registration of newborns for Ontario health insurance coverage. The infant registration process, based on a pre-assigned health number system, supports a one-step approach in expediting the registration of eligible Ontario newborns. The process ensures that a health number is assigned to the newborn from birth without need of an in-office visit by the parent to register the infant.

Both Ontario birthing hospitals and licensed midwives who work in conjunction with these hospitals participate in the infant registration process.

Pre-Assigned Health Number (PAHN)

The Ontario Health Coverage Infant Registration form (4440-82) is imprinted with a facility number and a Pre-Assigned Health Number (PAHN) and supplied to birthing hospitals. The facility is responsible for the secure storage of the inventory, distribution and collection of the forms. Birthing hospitals provide the form to the parent or guardian and asks that the form be completed and returned to the facility prior to discharge or to the midwife in the case of a home birth. The form requests information such as the baby's name, birth date and mailing address. The hospital or midwife forwards the form to the ministry for processing.

The PAHN form:

- has a health number that is assigned to the newborn at birth;
- a convenient tear-off record of the newborn's health number for the parents to retain and use prior to the receipt of the infant's health card to obtain insured health services; and
- allows claims for insured medical services to be submitted promptly.

The PAHN needs to be registered within 90 days from the date of birth otherwise it will expire and the parent or guardian will be required to register child through normal registration channels. In this case, a new health card number will be issued to the child effective from their date of birth.

To be registered under the infant registration process, it is not necessary for either parent to have Ontario health insurance coverage. However, the residing custodial parent or guardian completing the infant registration form must confirm that the child will meet the eligibility requirements:

- the child will continue to have his or her primary place of residency in Ontario; and
- the child will be physically present in Ontario for at least 153 days in any 12-month period.