

## mcp newsletter

August, 2008

08-10

**TO: ALL PHYSICIANS**

**RE: MCP RE-REGISTRATION**

Enclosed in this package you will find a poster depicting all updated cards from all provinces and territories which may be displayed in your office. Also enclosed is a supply of forms for New Applicants and Information Update or Card Replacements. If you require additional supplies of these forms, please do not hesitate to request them by contacting MCP at the numbers listed below or by email at [www.mcpreistration.gov.nl.ca](http://www.mcpreistration.gov.nl.ca).

**Please note that MCP is now processing renewals of the new MCP cards and, effective August 1, 2008, will no longer be using re-registration forms but request that the “Information Update or Card Replacement” form be used.**

For patients who present for services without the “new” or with an “expired” MCP card, physicians may choose to treat the patient and bill for their services in one of the two following ways:

- Ask the patient to complete an “Information Update or Card Replacement” form while in their office and the physician’s office can then fax the form to MCP for processing. MCP will attempt to process these forms within 48 hours. It is recommended that the physician’s office wait a period of three days or more to submit claims in order to minimize rejected claims.

OR

- Ask the patient to pay for the service and remind them that they should contact MCP to update their coverage and obtain a valid card.

Please note that if an application is sent to our office with incorrect information, MCP staff will write the applicant requesting the required information. Any claims for services to such an applicant will reject and the physician will be notified with a turnaround document.

Thank you for your cooperation in this matter.

### **Contact Information:**

St. John’s/Avalon Region: Toll Free Phone: 1-866-449-4459 Fax: 758-1694

All other areas, including Labrador: Toll Free Phone: 1-800-563-1557 Fax: 292-4052

Forms can be printed from our Website - [www.gov.nl.ca/mcp](http://www.gov.nl.ca/mcp)