

How To Submit Your ADP Renewal Form

1. You can **email** a copy of your ADP form to your endocrinologist's secretary (see contact info below)
 - You must ensure that you have had at least two HbA1c results within the last renewal year.
 - **Do not send your ADP form to the clinic until these tests have been done - *this is required by ADP***
2. You can **mail** your ADP form to the clinic -1967 Riverside Drive Ottawa, Ontario K1H7W9
 - Please photocopy your ADP form and keep a copy in case we need to resubmit your form.
 - Please write your health card number on the ADP form
 - You must ensure that you have had at least two HbA1c results within the last renewal year
 - **Do not send your ADP form to the clinic until these tests have been done - *this is required by ADP***
 - Be sure that you put the letter to the attention of your doctor (see contact info below)
3. You can **drop off** your ADP form off at the front desk in our clinic
 - Please photocopy your ADP form and keep a copy in case we need to resubmit your form.
 - You must ensure that you have done had at least two HbA1c results within the last renewal year.
 - **Do not send your ADP form to the clinic until these tests have been done - *this is required by ADP***
 - Please ensure that you put your ADP form in an envelope and include your health card number

Where to send your form by email:

- **Kristen Schoo** (krae@toh.ca)
Clinical Secretary for: Dr. Janine Malcolm, Dr.Amel Arnaout, &
Dr.Stephanie Dizon
- **April Spence** (aspence@toh.ca)
Clinical Secretary for: Dr.Erin Keely, Dr.Alexander Sorisky, &
Dr. Mary-Anne Doyle
- **Shauna Fairchild** (sfairchild@toh.ca)
Clinical Secretary for: Dr.Phyllis Hierlihy, Dr.Hussein Abujrad,
Dr. Heidi Dutton, Dr. Heather Lochnan, Dr. Christopher Tran, &
Dr.Dora Liu

***** Once your form is submitted, all enquiries about payments should be directed to the Assistive Devices Program at 1-800-268-6021**