

## 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**