



Ortho Design

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Supporting you head to toe.

APPLYING FOR ORTHOTIC FUNDING TO THE MINISTRY OF HOUSING AND SOCIAL DEVELOPMENT FOR CLIENTS IN CARE

- 1) Ask the local Employment and Income Office for this form:
“ORTHOSES REQUEST AND JUSTIFICATION”
This can be done by calling your local or by stopping in. Follow instruction #7 to be connected with the Ministry office in your area.
A worker in the office **MUST** sign and fill out the top portion of the form – there will be 2 pages all together.
- 2) The client must sign and date the form in the Client Signature area– right under where the worker has signed.
- 3) Ask the doctor to complete Section 2 of the Orthoses Request & Justification Form. In addition a signed prescription fully outlining the orthotic items in detail is required from the doctor.
- 4) Bring the form to Ortho Design (or fax it to us) and we will complete the rest of the form and send it in to the Ministry Office.
- 5) We will call you when we have received approval to book another appointment.
- 6) If you have any questions you can call us at 1-778-478-7014.
Our fax number is 1-866-670-2410.
- 7) If you have other questions and need to contact the Ministry you can call them at 1-866-866-0800 then press 3. Wait for the next list they give you and press 3 again – that will connect you to the office nearest you.