



Ortho Design

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Supporting you head to toe.

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

- 1) Ask the local Employment and Income Office for this form:
“ORTHOSES REQUEST AND JUSTIFICATION” .

A worker in the office **MUST** sign and fill out the top portion of the form – there will be 2 pages all together.

- 2) You must sign and date the form in the Client Signature area– right under where the worker has signed.
- 3) Go to your doctor and have him/her **complete Section 2 and sign** the first page. Your doctor will also need to complete a prescription on your behalf that will be submitted with the application.
- 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.
- 8) Please be advised we will not be notified if your request for funding is denied. You will have 20 working days to file a written request for reconsideration. This must include any new information being considered.