

This instruction sheet will inform you on how to access and complete the Exceptional Access Program (EAP) e-Form (fillable online), or how to access the print version (used for manual use) of any of our e-Forms.

All forms will continue to be submitted by fax or mail, whether they have been completed online or by hand, as indicated on the top of each e-Form.

E-Form – For online e-Form completion

The purpose of the e-Form is to assist physicians in the EAP drug request process by integrating all the rules/criteria into an interactive e-Form that will ensure all the necessary information is captured.

Accessing our new e-Forms is quick and easy. All new specific drug e-Forms are available on

http://www.health.gov.on.ca/en/pro/programs/drugs/eap_mn.aspx

- Computer Requirements: Adobe 10 or higher

Steps to accessing the e-Form

1. Select the specific drug e-Form you wish to use, from the table shown.
2. You will be taken to the form repository page, select the e-Form, and simply complete the form. Once completed, you will be provided with an option to print it, sign, and fax it to 416 327-7526 or toll-free 1 866 811-9908.
3. If, for any reason, you cannot complete the form in one sitting and wish to save the information that you have already

filled out, simply use the











button. The form can be saved directly to your computer as a PDF file

with a name of your choice. You can come back to your saved file when you are able to complete the form with all of the required information. Once your e-Form is complete, you will be provided with an option to print (using the print button), sign and fax the completed e-Form to 416 327-7526 or toll-free 1 866 811-9908.

If your patient does not have a standard Health Card Number, and has an MCSS card, please use the print version of the form – as explained on page 2 below.

Features and functions within the e-Form

Button Feature	Function
	The Reset Page button allows you to re-set the information you have inputted on the specific page you are viewing. Once you press this button, all the information you have inputted on the page will be deleted.
	The Reset Form button allows you to re-set the entire form. Once you click on this button, all of the information you have inputted into the form will be deleted.
	The Save button allows you to 'Save' the e-Form to your computer with a file name of your choosing. You can either keep the file for your records or return to it at a later date and complete the necessary information.
	The Continue button allows you to proceed to the next page of the e-Form. You must complete all mandatory fields within each section before you can proceed to the next page.
	The Previous button allows you to go back to the previous page of the e-Form to see what information you previously inputted.
	The View Summary button is only available at the completion of the e-Form. The purpose of this feature is to allow you to review all of the information that was inputted.

Button Feature	Function
	The Edit Form button is only available when you are viewing your summary. If after reviewing your summary, you wish to edit any information, this feature button will take you to the beginning of the e-Form and allow you to edit any information.
	The Print Form button is only available when you are viewing your summary. This allows you to print the completed form.

Blank Version (Print Only) – For manual e-Form completion


Accessing the print version, of any of the e-Forms can be done once you open the e-Form. The print version allows for you to print and manually fill out the form. All new specific drug e-Forms are available on

http://www.health.gov.on.ca/en/pro/programs/drugs/eap_mn.aspx.


The print versions is:

- Only accessible once you have clicked on the specific drug e-Form you are requesting.
- Not fillable online.
- Solely used for manual entry.



Steps to accessing the print version of the form

1. Select the specific e-Form you wish to use, by clicking the PDF icon for the specific drug.
2. Click on the  button located on the top right hand corner of the e-Form.

Example:



Ministry of Health
and Long-Term Care

**Exceptional Access Program (EAP) Request
OxyNEO (Oxycodone Hydrochloride
Controlled Release) Tablets**


Fax the completed form and/or any additional relevant information to 416 327-7526 or toll-free 1 866 811-9908; or send to Exceptional Access Program Branch (EAPB), 3rd floor, 5700 Yonge Street, Toronto ON M2M 4K5.

1. To avoid delays, please ensure that all appropriate information for each section is provided.

3. Click on the [Print Blank Form](#) button and follow the instructions thereafter from your computer and printer.

Example:



 **Ontario** Ministry of Health and Long-Term Care

[Print Blank Form](#) [Back to Form](#)

**Exceptional Access Program (EAP) Request
OxyNEO (Oxycodone Hydrochloride
Controlled Release) Tablets**

Please fax the completed form and/or any additional relevant information to 416 327-7526 or toll-free 1 866 811-9908; or send to Exceptional Access Program Branch (EAPB), 3rd floor, 5700 Yonge Street, Toronto ON M2M 4K5.

1. To avoid delays, please ensure that all appropriate information for each section (as indicated) is provided.

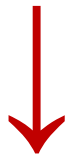
4. Manually complete all mandatory sections of the form, and follow the instructions, then sign the form and fax it to 416 327-7526 or toll-free 1 866 811-9908.


5. Should you change your mind and wish to fill out the e-Form online, simply click on the



button and follow the instructions for the e-Form.

Example:



 **Ontario** Ministry of Health and Long-Term Care

[Print Blank Form](#) [Back to Form](#)

**Exceptional Access Program (EAP) Request
OxyNEO (Oxycodone Hydrochloride
Controlled Release) Tablets**

Please fax the completed form and/or any additional relevant information to 416 327-7526 or toll-free 1 866 811-9908; or send to Exceptional Access Program Branch (EAPB), 3rd floor, 5700 Yonge Street, Toronto ON M2M 4K5.

1. To avoid delays, please ensure that all appropriate information for each section (as indicated) is provided.