

**ODSP APPLICATIONS
PHYSICIAN'S CHECKLIST**

DO:

- Be thorough and accurate.** Trite but critical. The Ministry reviews the forms with a fine tooth comb seeking minor errors and inconsistencies by doctors – which will generally result in denial of the application.
- Endorse “3”s and “4”s (moderate and severe) ratings on the Intellectual and Emotional Wellness Scale (IEWS) /Activities of Daily Living Index (ADLI) if in your opinion the patient is medically disabled from working for one year.
- Include the following with the completed application: your chart notes for the past two years; any relevant test results; any relevant specialist reports.
- Complete all the answers on page 3 of the Health Status Report, including length of time you have known the patient and the frequency of visits.
- List **all** medical conditions that impact patient's ability to function in a workplace (the Social Benefits Tribunal considers the **cumulative** effect of the patient's various conditions and does not view them separately).
- If there are more than 5 conditions, draw additional lines or attach additional pages.
- For each medical condition, be sure to indicate the corresponding impairments and restrictions in activities of daily living.
- Indicate whether the impairments/restrictions are expected to last one year or more (if less the impairment/restriction will be deemed irrelevant).
- Indicate what treatment has been tried/has failed, and whether patient has been waitlisted for treatment/surgery.
- Relate mental health conditions/symptoms to the Activities of Daily Living page (i.e. what is the impact of those symptoms?)

- ☑ Consider having your staff meet with patient and complete the application, for subsequent review and signature by physician.
- ☑ Refer patient to specialists wherever possible for corroborative reports (especially if treatment by specialist will **not** help the patient).
- ☑ Indicate that the condition will last at least one year if that is the case; do not assume that it is obvious to the Ministry. (ex. developmental disorders, amputations – seriously)

DON'T:

- ☒ Complete the Form if in your opinion the patient will be back to work within one year. We are happy to explain to the patient why they should not proceed.
- ☒ Endorse only “1”s and “2”s on the Intellectual and Emotional Wellness Scale and Activities of Daily Living pages if in your opinion the patient is medically disabled from working for at least one year.
- ☒ Comment on anticipated or hoped-for improvements **more** than one year away – remember that the test for Ontario disability benefits is **1 year** or more.
- ☒ In referencing any benefit the patient is receiving, such as from medication or treatment, ensure it is accurately qualified (ex. “even with medication/surgery, the patient continues to suffer substantial restrictions...”).
- ☒ Assume that the Ministry adjudicators have any knowledge of medicine.

DO: Call Jeff Schlemmer or Stephanie Dickson anytime with questions.

P.S. The actual legal test is:

**Ontario Disability Support Program Act, 1997
S.O. 1997, CHAPTER 25 SCHEDULE B**

Person with a disability

4. (1) A person is a person with a disability for the purposes of this Part if,

(a) the person has a **substantial physical or mental impairment** that is continuous or recurrent and expected to last **one year** or more;

(b) the direct and cumulative effect of the impairment on the person’s ability to attend to his or her personal care, function in the community and **function in a workplace**, results in a **substantial restriction** in one or more of these activities of daily living; and

(c) the **impairment and** its likely duration and the **restriction** in the person’s activities of daily living have been verified by a person with the prescribed qualifications. 1997, c. 25, Sched. B, s. 4 (1).