NEW: Effective March 2021, Midwives with active access to the BORN Information System will automatically be able to see the Midwifery Invoicing System (MIS). This MIS shows details on what has been invoiced under a midwife's billing number by a Midwifery Practice Group (MPG).

This access makes two tabs in the MIS visible to midwives, My Profile and My Reports:

- **My Profile** tab shows the MPG that the individual midwife is/has been associated with current CMO active status and history, current fee level and experience fee year history. The information displayed in the profile is read-only and is only updated by the Ontario Midwifery Program through the Transfer Payment Agency and the midwifery practice group. Questions should start with the midwifery practice group.

- **My Reports** tab shows four reports:

    1) Courses of Care (CCs),
    2) Caseload Variables (CVs),
    3) Secondary Care Fees invoiced by MPGs under the individual midwife's billing number; and,
    4) Courses of Care (CCs) that have been discharged from care, that are eligible to submit to the MIS, but, that have not yet been billed. The information displayed in the reports reflects what the practice group invoiced. Questions related to details in these reports should be directed to the individual practice group.

Notes about access and visibility:

For those midwives who have existing MIS access as a practice partner - you will notice that the My Profile and My Reports tabs are added to the invoice tabs that are usually visible for you.

Practice Administrators and others who access the MIS but do not have a billing number will not be able to see the My Profile or My Reports tabs.

Practice groups can generate reports corresponding to the ones available for individual midwives under the Reports tabs. Export the reports to Excel and filter for the individual midwife to display the same information that is visible to individual midwives at this practice group.

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Instructions:

How to access the Midwifery Invoice System

Log into the BORN Information System as you do to enter clinical data for your clients. Towards the top right of your screen, click on **Midwifery Invoice System***.*

Within the Midwifery Invoice System, two tabs are visible for you: **My Profile** and **My Reports.**

My Profile

Midwife Profile Record

Midwife Profile Record Details

Midwife Number [:]   First Name [ ]   Last Name [ ]

Allow Login [ ]   Login ID [ ]

MPG Information List

MPG Start	MPG End	TPA MPG	Home MPG	Rural Remote MPG	Latest Rural Remote Year	
2020/08/05			Yes			Open
2018/09/05	2020/09/30					Open
2017/09/05	2018/09/30					Open

Add MPG Information

Status Information List

Status Start	Status End	Status	
2017/09/05		Active	Open

Add Status Information

Fee Level Information List

This table represents the fee level increase process in place for base midwives until March 31, 2017 along with fee level status for NR New and NR Ongoing midwives.

Fee Level Start	Fee Level End	Fee Type	Fee Level	CC Count	CV Count	
2018/09/05		Base	2	30	0	Open
2018/04/01	2018/09/04	Ongoing	1	14	0	Open
2017/09/05	2018/03/31	NR New	1	18	0	Open

Add Fee Level Information

Fee Level Auto Increase List

This table represents the fee level increase automatic calculator. This auto calculator displays fee level increases for base midwives after April 1, 2017. (Midwives who were at level 6 prior to March 31, 2017 will not have any fee level increases to display in this table)

Fee Type	Fee Level	CC Count	CV Count
Base	2	30	0
Base	3	30	0
Base	4	19	0
Base	5	0	0
Base	6	0	0

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The information listed in My Profile is read-only and not able to be updated by midwives. Questions should be directed to the practice group partners or administrators.

Details of the My Profile Page:

MPG Information List

- Each **MPG** that a midwife has been associated with will be included in this list along with applicable dates. This information is in read-only format.
- **Home MPG** - for those midwives associated with more than one practice group, only one practice group is designated to allow billing for liability insurance, clinical equipment for midwives, and clinical and office equipment for MPGs.
- **Rural Remote Year** determines Experience Fee Rural & Remote Supplement rate payable for those MPGs designated as rural or remote. Details about dates applicable to each Fee year are available to view by selecting Open.

Status Information List

A midwife's current College of Midwives of Ontario status is used by the OMP to inform the MIS. Active midwives are able to bill for Courses of Care or Caseload Variables. Status history is listed with applicable dates. This information is in read-only format.

Fee Level Information List

New Registrant and New Registrant Ongoing fee level details, including applicable dates, are listed in this table. Both practice groups and midwives are now able to monitor these dates.

Prior to March 31, 2017, for midwives billing between levels 2 – 6, fee levels were only increased on the first of April each year. Midwives who were practicing at that time will have fee level details listed in this section.

Fee Level Automatic Counter

Effective April 1, 2017, the MIS added new functionality that automatically updates fee levels for those midwives billing between levels 2 – 6. The new fee level is applied after the midwife reaches 30 billed Courses of Care and Caseload Variables.

New Registrant/New Registrant Ongoing/Base Level 1 information is not updated using this automatic process.

My Reports

Four reports are available to individual midwives, Select the report you wish to generate and click **Run**:

My Courses of Care 'Eligible to Submit' but not billed Report

This report lists those Courses of Care discharged from midwifery care in the clinical side of the BIS and are therefore 'Eligible to Submit' to the MIS by the MPG. 'Eligible to Submit' is an invoice system term that designates a record as being able to include on an invoice. Once these Courses of Care have been added to an invoice, they will drop off this list. If the report is blank, there are no Courses of Care discharged from midwifery care but not billed.

To generate the report, click **Run** beside the report name. It is best to export these reports to Excel, so it is easier to view the information contained in them. Descriptions for headers are listed below.

Click on the **'Export To Excel'** button in order to better view any of the MIS reports. Once the report displays on the screen, export it to Excel. Depending on the browser used, a pop up box may prompt you to open the file, or the download will display at the bottom of the screen.

Once exported to Excel, the report will display as a typical excel document. Header descriptions are included in a future section.
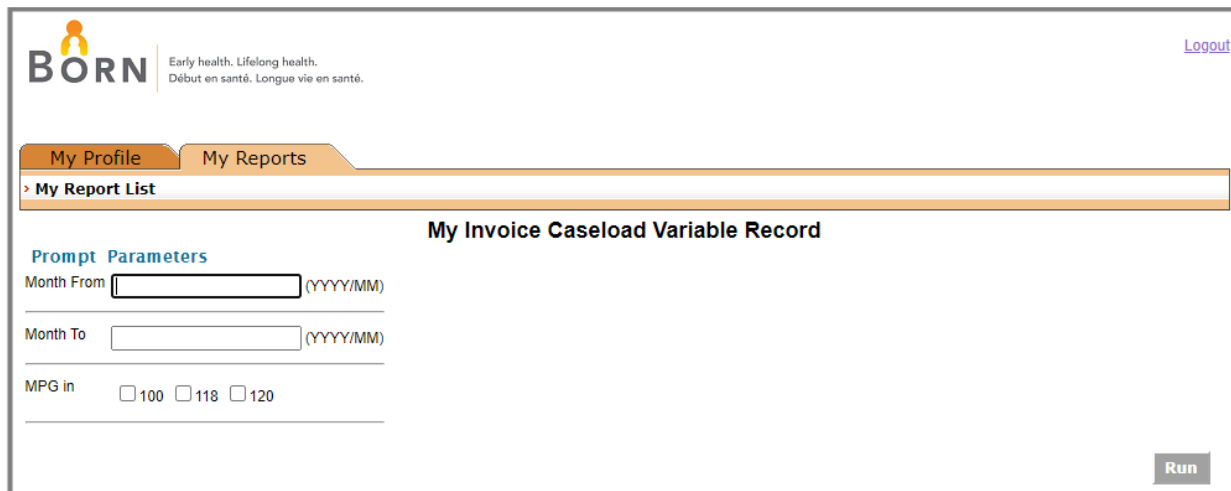
My Courses of Care Eligible to Submit but not billed				
TPA	MPG	Maternal Client Code	Billing Midwife	Discharge Date

My Invoice Caseload Variable Record Report

This report lists those Caseload Variables that are billed under an individual midwife's billing number by the practice group.

Enter the dates you wish to run the report for in the format YYYY/MM. The dates reflect the month that the Caseload Variable was invoiced by the practice group (MPG).

If you worked at more than one MPG, select all of them.

Click **Run** to generate the report and then export to Excel.

Click on the **'Export To Excel'** button in order to better view any of the MIS reports. Once exported to Excel, the report will display as a typical excel document.

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Header descriptions are included in a future section.

My Invoice Caseload Variable Record											
TPA	MPG	Billing Month	Invoice Name	Bill Type	CV Code	CV Type	Billing Midwife	Fee Type	Fee Level	Fee Incentive	Second Attendant Fee	Experience Fee
		3/1/2020	Regular	Invoiced	289	CV1		Base	6	2459	214	

My Invoice Courses of Care Record Report

Enter the dates you wish to run the report for in the format YYYY/MM. The dates reflect the month that the Caseload Variable was invoiced by the practice group (MPG).

If you worked at more than one MPG, select all of them.

Click **Run** to generate the report and then export to Excel.

Click on the **'Export To Excel'** button in order to better view any of the MIS reports. Once exported to Excel, the report will display as a typical excel document. Header descriptions are included in a future section
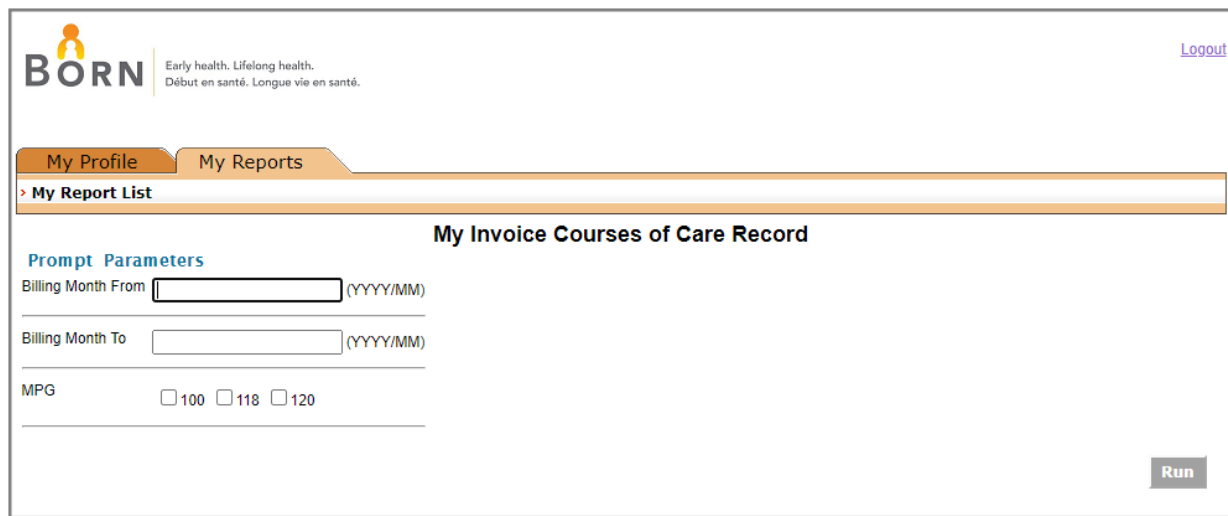
My Invoice Courses of Care Record											
TPA	MPG	Billing Month	Invoice Name	Bill Type	Maternal Client Code	Billing Midwife	Second Attendant	Fee Type	Fee Level	FeeIncentive	Experience Fee

My Midwife as Second Attendant Report

This report lists those Courses of Care where the midwife billing number was included as the Second Attendant. This report may cross midwifery practice groups as appropriate.

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Enter the dates you wish to run the report for in the format YYYY/MM. The dates reflect the month that the Caseload Variable was invoiced by the practice group (MPG).

If you worked at more than one MPG, select all of them.

Click **Run** to generate the report and then export to Excel.

Click on the **'Export To Excel'** button in order to better view any of the MIS reports. Once exported to Excel, the report will display as a typical excel document. Header descriptions are included in a future section.

My Midwife as Second Attendant						
TPA	MPG	Billing Month	Invoice Name	Bill Type	Maternal Client Code	Midwife as Second Attendant	Second Attendant Fee
		4/1/2020	Regular	Invoiced	9999	9999	214

Report details

The MIS report, once exported to Excel, provides information on invoices submitted by the practice group(s). Practice groups add Eligible to Submit Courses of Care or Caseload Variables to invoices in the MIS and submit them on a monthly basis.

The information in these reports are sorted based on billing or invoice month, not by the month that the client may have been discharged from midwifery care.

Bill Type = Reversed: When changes need to be made to Course of Care or Caseload Variable records that have already been billed because of errors (for example, not billed at the appropraite fee level) or because new contract changes need to be applied retrospectively, the records need to be reversed (to back out old details) and added back (to apply new information) on a future invoice. You will note that there are some

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records that are reversed. That reflects the first step of this process. If the reverse/add back process updates fees, that will be reflected in the columns related to fee incentives. Sometimes these reverse/add back processes reflect corrections to the second attendant for example, and therefore, do not impact the billing midwife fee incentive paid.

Report column headers reflect MIS database naming conventions as described below:

- **TPA** – Transfer Payment Agency

- **MPG** – Midwifery Practice Group

- **Billing Month** – invoice month that the Course of Care or Caseload Variable was included on

- **Invoice Name** – usually the invoice submitted by the MPG is a Regular invoice. Bulk invoices allow for a second invoice to be submitted by an MPG within a month. These are sometimes used to apply things such as retrospective fee increases or changes to a contract

- **Bill Type** – Invoiced (added to invoice) or Reversed (information from previously billed record is backed out)

- **Maternal Client Code** – MPG designated client code. This is a discrete code for each pregnancy (after 2014)

- **Discharge Date** - date of discharge from midwifery care

- **Billing Midwife** – last four digits of billing number for the midwife designated as billing midwife

- **Second Attendant** – second attendant type or last four digits of billing number for the midwife who was the second attendant

- **Fee Type** – fee type designation as defined in funding agreement

- **Fee Level** – fee level desigantion as defined in funding agreement

- **Fee Incentive** – amount of fee incentive paid. This reflects the combination of Fee Incentive, On Call Fee and Retention Fee as defined in the funding agreement

- **Second Attendant Fee** - amount of incentive paid for second attendant services

- **Experience Fee Rural & Remote Supplement** - experience fees paid for clients who qualify at practice groups deemed rural or remote

- **Midwife as Second** Attendant – last four digits of the billing number of the midwife who was second attendant

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- **CV Code** – Caseload Varible code assigned by MPG
- **CV Type** – numeric designation of the type of Caseload Variable billed for

FAQs

Fee increases related to the 2020 Human Rights Tribunal Order (HRTO) for certain Courses of Care and Caseload Variables for records billed between February 2020 and September 2020 are not reflected in the MIS record. These fee increases were paid out as Ministry Approved Adjustments in the fall of 2020.

All Courses of Care and Caseload Variables in records prior to February 2020 will reflect the original rates and will not include any retroactive remedial payments that will be paid out to eligible party midwives as part of the HRTO remedy orders.

Questions

The information in these reports reflects what was billed by practice groups in the Midwifery Invoice System. Questions about billing should be directed to practice groups.

Any issues with accessing My Profile/My Reports can be directed to Vivian Holmberg at vholmberg@bornontario.ca.

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