

ONTARIO PHYSICIAN BILLING

Welcome Checklist

Your quick-start guide to getting set up with ResolvMD

Prepared by ResolvMD



Thank you for choosing ResolvMD. We are committed to making your billing as smooth and transparent as possible. This checklist covers everything you need to do to get up and running. If you have any questions at any point, reach out to us at billing-ontario@resolvmd.com.

GETTING STARTED



STEP 1

Authorize ResolvMD to bill on your behalf

If you are a Fee-for-Service (FFS) physician: Log in to the OPS BPS Secure portal and add ResolvMD as a designee. Full step-by-step instructions are in your Onboarding Guide (Section 1, Step 1).

If you are an AFA / group physician: No portal steps required. Your hospital administrator will submit the MOH forms when you join the group. Please ensure billing-ontario@resolvmd.com is CC'd on the email your administrator sends to the Ministry of Health.



STEP 2

Provide your information to your billing specialist

Your billing specialist will collect the following on your onboarding call. Have these ready:

- | | |
|---|--|
| — Full name | — CPSO number |
| — Billing number | — Specialty number |
| — Service location (hospital/clinic name) | — Mailing address (hospital or personal) |



STEP 3

Download the MyBilling app

Once you have completed the onboarding link in your email, download the app for your phone and log in with the same credentials you use for the MyBilling portal: [App Store \(iPhone\)](#) · [Google Play \(Android\)](#)



STEP 4

Submit your shifts

Browser / desktop: Log in at mybilling.resolvmd.com, click **Documents** on the left-hand menu, then **Upload Documents**.

Mobile app: Open the MyBilling app and log in with your portal credentials to submit claims on the go.

We'll handle everything from there. Submit by the 15th of each month to be included in that month's payment cycle.

REFERENCE

Key Contacts & Links

MYBILLING APP (IPHONE)

[Download on the App Store](#)

MYBILLING APP (ANDROID)

[Get it on Google Play](#)

MYBILLING PORTAL (WEB)

<https://mybilling.resolvmd.com>

DESIGNEE AUTHORIZATION PORTAL

<login.security.gov.on.ca>

EMAIL

billing-ontario@resolvmd.com

PHONE

+1 647-598-0982

RESOLVMD WEBSITE

www.resolvmd.com

Your Onboarding Guide

This checklist is a quick reference. Your Onboarding Guide contains full instructions for every step above, answers to common questions, and billing deadlines. Please keep it on hand.