

Alberta Aids to Daily Living

Bulletin # 97

New AADL Fax Number Use of Encrypted E-mail and Electronic Signatures

New Fax Number

To assist with the higher volume of faxes, AADL has added a new fax number: **780-424-0432**.

This number can be used in addition to the existing AADL fax number: **780-422-0968**.

Encrypted Email

AADL can accept documents from Alberta Health Services (AHS) through the AHS Trend Micro encryption platform. E-mails must be addressed to AADL.Reception@gov.ab.ca.

When the encrypted email is received, an automatic reply is sent advising the sender that AADL has received the e-mail and the request will be forwarded to the appropriate benefit area for processing.

To protect the privacy of an individual's health information, unencrypted emails will not be accepted.

Electronic Signature

AADL will now accept an electronic signature on AADL documents (i.e., client declarations, validation certificates). An electronic signature can be created in a number of different ways including electronically drawing the signature on a tablet with a stylus. A signature of any type indicates acceptance and authentication of the electronic document. The client must electronically sign the document on the day they receive the service. The AADL vendor, authorizer or specialty supplier must have the capacity to store the electronic document, including the signature, and to provide the document to AADL for audit purposes.

For respiratory, hearing and communication benefits, the client declaration is still a required document and needs to be uploaded to the Alberta Blue Cross Online Health Portal when doing an authorization. For speech generating communication devices, the communication assessment and action plan form contains the client declaration and a separate form is not required.