

Pioneer Manor
City of Greater Sudbury

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Manoir des pionniers
Ville du Grand Sudbury

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May 22, 2026

To: All Pioneer Manor residents, families, substitute decision-makers and staff

Payment for Medical Forms – New Process

Effective May 22, 2026, the medical team will be implementing a new process for handling all medical documentation requests, including the T2201 Disability Tax Credit Certificate.

To help streamline requests and ensure timely processing, all medical forms, including the T2201 Disability Tax Credit Certificate, must now be submitted at the front desk Monday to Friday between 8:30 a.m. and 4:30 p.m.

The following fees associated with the completion of medical documentation are as follows:

- T2201 Disability Tax Credit Certificate: \$120.00
- All other medical forms: \$50.00

When submitting forms, the resident and/or substitute decision maker is responsible for ensuring all sections are completed prior to physician review. Front desk employees can assist with review of the forms to ensure the required sections are completed if required and will collect payment at the time of submission.

Once submitted, the forms will be forwarded to the Physician Liaison by the medical team. Completed forms will then be returned to the front desk for pick-up. Please note that processing times may vary depending on the complexity and volume of requests received.

We appreciate your cooperation and understanding as we implement this new process to help support a timely processing. If you have any questions, please contact the front desk.

We remain committed to keeping residents and families informed. Regular updates are also available at www.greatersudbury.ca/pioneermanor.

As always, please do not hesitate to contact us, should you have any questions.

Sincerely,

Nicole Leclair

Director, Long-Term Care Services

c.c.: Councillor René Lapierre, Chair, Community & Emergency Services Committee
Tyler Campbell, General Manager, Community Well-Being
Dr. Maurice St. Martin, Medical Director
Dianna Foster, Family Council
Residents' Council Leadership Team

