

Subject: Important Notice Regarding Invoice Payment for Joseph Brant Hospital

Joseph Brant Hospital has transitioned to a new electronic invoicing system supported by Mohawk Shared Services utilizing Basware's Network solution.

*****This communication has been sent to you as your organization has been identified by Joseph Brant Hospital as a PHI/PI (Non-Commercial) type Vendor. If you have any personal/patient information included on any invoice you send, then you are identified as a PHI/PI type vendor.**

If you have any questions regarding what "personal/patient information" includes, please contact Melanie Gallo (mgallo@mohawkssi.com) at the AP Centre.

Due to the nature and sensitivity of data required on your invoices we ask that you mail your invoices to this secure PO box for payment processing:

Step 1: Invoice delivery to Joseph Brant Hospital

In order to accept invoices for payment, we require you to mail us the paper invoice to below given address.

- PO Box 20053 Thistleton PO
- 900 Albion Road
- Unit 1 Building 1
- Etobicoke, ON M9V 1A0

Reference to **one** of the following pieces of hospital information on the invoice will expedite processing:

PO Number***

Cost Center***

Buyer Reference*** - Please include the email address for the purchaser

This should be in full email format (name@email.com)

STEP 2: Update your system's master file

Reminder: Update the remit to (Bill to) information on your master record files.

STEP 3: Future Supplier/Vendor Inquiries

All invoice inquiries, please direct them as follows:

Email: jbhap@mohawkssi.com

Phone: 289-391-0151 Dial 5

Vendor Caution – **Our email is NOT secure /encrypted.** Do not scan & email attached invoices containing personal/patient information with payment inquiries.

Thank you in advance for supporting this efficiency for health care.