Desjardins Financial Security®

C. P. 3950
Lévis (Québec) G6V 8C6

GROUP INSURANCE - HEALTH CLAIMS

CLAIM FOR HEALTH CARE EXPENSES

A group benefits plan insured by Desjardins Financial Security and administered by: ONTARIO HOSPITAL ASSOCIATION

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TO EXPEDITE PROCESSING OF YOUR CLAIM, PLEASE ANSWER ALL QUESTIONS.

A - IDENTIFICATION

Name of policyholder	Policy no.	Certificate no.
St. Joseph's Health Centre	541102	

Employee's last name and first name	Sex	Date of birth (YYYY MM DD)
	☐ M ☐ F	

No., street, apartment	City	Province	Postal code

B - COORDINATION OF BENEFITS

The coordination of benefits may entitle you to a reimbursement of up to 100% of your eligible expenses.

HOW TO SUBMIT A CLAIM WHEN THERE ARE TWO INSURERS

1. The person who has the other insurance coverage must submit a claim to their own insurer first and then provide Desjardins Financial Security with detailed information about the benefits paid (information found on the explanation of benefits), as well as copies of any receipts.
2. Claims for dependent children must first be submitted under the plan of the parent whose birthday (month and day) comes first in the calendar year.

Last name and first name of person who has the other insurance coverage	Sexe	Date of birth (YYYY MM DD)
	☐ M ☐ F	

Name of insurer	Period of coverage (YYYY MM DD)	If the other insurer is DFS:
☐ DFS ☐ Other	From to	Contract no.: Certificate no.:

Type of benefits: ☐ drugs ☐ dental care ☐ medical and paramedical care ☐ vision care ☐ travel

Type of coverage: ☐ individual ☐ couple ☐ single-parent ☐ family

Last name and first name of the dependents covered under this other insurance coverage

C - HEALTH SPENDING ACCOUNT - If you have this coverage, check the options you would like.

- I confirm that I am eligible for a reimbursement of the indicated expenses under my Health Spending Account.
- I recognize that I am responsible for paying any taxes that may result from the reimbursement of these expenses.
- I recognize that for tax or administrative purposes, my plan administrator may have access to a statement of expenses for which I claimed a reimbursement under my Health Spending Account.

☐ **1.** I do not wish to use my Health Spending Account.
☐ **2. Ineligible expenses -** I wish to use my Health Spending Account to cover the expenses that are not reimbursed under my group insurance.
☐ **3. Spouse's family coverage -** I wish to use my Health Spending Account for myself and my dependent children to cover the expenses that are not reimbursed under my group insurance. I will not submit a claim to my spouse's insurer (coordination of benefits).

D - INFORMATION ABOUT DEPENDENTS - for the period in which expenses were incurred (use one line per person).

I confirm that the persons designated below fit the definition of spouse and dependent child as specified in the contract under which this claim has been submitted.

CHILDREN AGED 18 OR 21 OR OLDER (depending on the policy). If your child has a functional impairment, please provide us with a medical certificate confirming your child's disability.

Last name	First name	Relationship	Sex	Date of birth (YYYY MM DD)	Full-time student or with a functional impairment	Name of educational institution attended
		☐ Spouse ☐ Child	☐ M ☐ F		☐ F. time Stud. ☐ Funct. Imp. (YYYY MM DD) From To	
		☐ Spouse ☐ Child	☐ M ☐ F		☐ F. time Stud. ☐ Funct. Imp. (YYYY MM DD) From To	
		☐ Spouse ☐ Child	☐ M ☐ F		☐ F. time Stud. ☐ Funct. Imp. (YYYY MM DD) From To	
		☐ Spouse ☐ Child	☐ M ☐ F		☐ F. time Stud. ☐ Funct. Imp. (YYYY MM DD) From To	

PLEASE COMPLETE THE BACK OF THE FORM

IMPORTANT INFORMATION

- **Attach your original receipts to this form and keep copies for your files. The original copies will not be returned. Your explanation of benefits and the copies of your receipts are sufficient for income tax and coordination of benefit purposes.**
- **Claims MUST BE submitted no later than one year after expenses are incurred.**

E - DIRECT DEPOSIT AND ELECTRONIC NOTICE SERVICE

- This service enables you to receive your health claim payments by direct deposit and to be informed by e-mail when your claim has been processed. **To enroll in this service**, please attach a specimen cheque marked «VOID» and provide your E-mail address:

  _____

- ☐ I would like to enrol in the Direct Deposit Service, but I do not wish to receive any email notices.
- For more details on this service or to make changes to it, please visit our Web site at www.dfsgroupinsurance.com.

F - INFORMATION ABOUT THE CLAIM

Is the claim the result of:

• a work injury? ☐ **Yes** ☐ **No** **• a motor vehicle accident?** ☐ **Yes** ☐ **No**

If yes: • Please note that the claim must first be submitted under your provincial workers' compensation plan or automobile insurance plan (if applicable in your province) before being submitted to your group plan.

• Name of injured person:

Date of accident: YYYY MM DD

G - OUT-OF-PROVINCE EXPENSES

Please include the original receipt itemizing all of your out-of-province expenses.

Length of trip: from YYYY MM DD to YYYY MM DD Destination: _____ Amount claimed: $_____

Reason for trip: ☐ Pleasure ☐ Business ☐ Receive care (please ensure that this type of trip is covered by your policy)

H - PERSONAL INFORMATION MANAGEMENT

Desjardins Financial Security (DFS) handles the personal information it has on you in a confidential manner. DFS keeps this information on file so that you may benefit from group insurance services offered by the Company. This information is consulted solely by DFS employees who need to do so in the course of their work. You have the right to consult your file. You may also have information corrected if you demonstrate that it is inaccurate, incomplete, ambiguous or not useful. To do so, you must send a written request to the following address: Privacy Officer, Desjardins Financial Security, 200, rue des Commandeurs, Lévis, Québec, G6V 6R2. DFS may use the client list to offer its clients an insurance product following the termination of their group insurance. If you do not wish to receive these offers, you may have your name removed from the list. To do so, you must send a written request to the Privacy Officer at DFS.

I - DECLARATION AND AUTHORIZATION FOR THE COLLECTION AND COMMUNICATION OF PERSONAL INFORMATION

All the information I have provided on the claim form is accurate and complete. I acknowledge having read the Personal Information Management section. I authorize Desjardins Financial Security, strictly for the purposes of managing my file and settling this claim to: (a) collect from any person or legal entity, or from any public or parapublic organization, only the information deemed necessary to manage my file. The non-exhaustive list of sources from which information may be collected includes health care professionals or facilities, the MIB inc. (formerly known as Medical information Bureau), insurance companies; (b) communicate to the said persons or organizations only the personal information about me that is deemed necessary for the purposes of my file; (c) when necessary use the personal information it may have about me in existing files that are now closed.

This authorization is also valid for the collection, use and communication of personal information concerning my dependents, insofar as applicable to the claim. A photocopy of this authorization is as valid as the original.

Signature of the employee _____ **Date** _____

Telephone nos: Home: ( ) - Office: ( ) - Extension:

Please send to: Desjardins Financial Security, C. P. 3950, Lévis, Québec, G6V 8C6

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