

CLAIMING HEALTH INSURANCE BENEFITS



When submitting out-of-country/province claims, please refer to your Travel Assistance card/booklet for claiming procedures.

INSTRUCTIONS: Attach the bills and receipts for all expenses and itemize them by providing all the information requested. Note: Drug bills and receipts, other than those required for government drug plans, are part of our records and will not be returned. Therefore, please retain the itemization of expenses that will accompany our cheque or explanation for Income Tax purposes.

IMPORTANT: All claims under this group benefits plan are submitted through the plan member. We may exchange personal information about claims with the plan member and a person acting on his or her behalf when necessary to confirm eligibility and to mutually manage the claims.

REMINDER

It is suggested that you accumulate at least \$50.00 in total expenses before submitting a claim.

Proof of claim must be submitted within 90 days following the first day of accident or illness.

This form must be completed in full. Incomplete forms will be returned to you, which will delay the processing of the claim.

DISCLOSURE

Great-West Life is committed to protecting the confidentiality of your personal information and will establish comprehensive safeguards to protect that confidentiality. Such safeguards include internal restrictions of access to your personal information by only individuals working for or on behalf of Great-West Life who have a need to know the information.

Any personal information you provide to us will be kept in a file established in our Group Life and Health Benefits Department and will only be used for the purpose outlined in your file and for which you have given your permission except where required by law, to protect the interest of Great-West Life or in the discharge of our public duty.