



Issue #1: September 5, 2023

Health Spending Account

Clause 32.18(b) in your Collective Agreement

Your Health Spending Account (HSA) of \$1,000 per year can be used for medical expenses not covered under your health and dental plans. The claim year runs from July 1 to June 30, and you can access the full amount anytime after July 1. **Claims must be submitted by September 30.** Unused balances carry forward for one year only, so be sure to use your full HSA entitlement. For details and to see your HSA balance, visit [Medavie Blue Cross](#).

If you don't have extra health and dental expenses, you can use the \$1,000 toward your plan premiums.
To see how much you have paid in premiums:

1. Log in to [Dal Online](#). For questions about Dal Online, visit [Dal Online Help Centre](#).
2. From the tabs across the top, choose *Employees*. **DO NOT** go to the *Employee Dashboard*.
3. Click on *Benefits and Deductions*.
4. Click on *Health and Dental Insurance*.
5. Click on *Contributions or Deductions*. Enter the dates of the time period you wish to review. This takes you to a page with your name and a list of your deductions for that period. Print this out, make sure your name is on the printout. Blue Cross accepts this printout as proof of payment.
6. Once you have proof of payment, complete the claim form available [here](#) and submit to Blue Cross:
 - o by mail,
 - o at a QuickPay Office (1-800-667-4511 for locations/hours), or
 - o via Medavie's mobile app: <https://www.medaviebc.ca/en/members/medavie-mobile>