

Group Benefits Extended Health Care Claim

To be completed by the plan member unless otherwise indicated. Original receipts must be attached for all expenses. (Please attach to the back of this form.) Please retain copies for your files as original receipts will not be returned.

1 Plan member information Sign up for direct deposit and electronic claim statements HCSA contract number <input type="text"/>	Plan contract number	Plan member certificate number	Plan sponsor		
	Plan member name (first, middle initial, last)			Birthdate (dd/mm/yyyy)	
	Plan member address (number, street and apt.)	City or town	Province	Postal code	
	Are these expenses eligible for coverage under any type of workers' compensation board? <input type="radio"/> Yes <input type="radio"/> No				
	Are you, your spouse or dependants covered under any other plan for the expenses being claimed? <input type="radio"/> Yes <input type="radio"/> No If "Yes," please retain photocopies of all receipts submitted with this claim for submission to your secondary carrier. If this is your first claim, or if information has changed, please provide the following:				
Spouse's date of birth (dd/mm/yyyy)	Name of spouse's insurance company		Spouse's plan contract number	Spouse's plan member certificate number	
Receive your claim payments up to 70% faster with direct deposit and enjoy the convenience of seeing your claim statements online. <ul style="list-style-type: none"> Go to www.manulife.ca/groupbenefits and register for the plan member secure site Once you've registered, or if you're already registered, log into the secure site and select Direct deposit for claims from the menu to the left of the screen Enter your banking information 					
<input type="radio"/> Check here to use your Health Care Spending Account (HCSA) to reimburse any unpaid portion of this claim. (If the patient has health coverage under another plan, you must submit any unpaid amount from this claim to that plan before using your HCSA.)					
2 Patient information Complete for all expenses. Use one line per patient.	Patient's name	Date of birth (dd/mm/yyyy) (1st Claim only)	Relationship to plan member (1st Claim only)	Complete if patient is a student 18 or older School and city	
					If employed, hrs worked per week
3 Prescription drug expenses	<ul style="list-style-type: none"> Attach your prescription drug receipts to the back of this form. All receipts must contain the drug identification number (D.I.N.) and the name of the prescription drug. You are not required to list this information on the form. 				
4 Practitioner's/ Paramedical expenses (e.g. chiropractor, massage therapist, physiotherapist, etc.)	For practitioner/paramedical expenses please attach an itemized statement and/or receipt stating: <ul style="list-style-type: none"> patient name, length of visit, name of practitioner, charge for treatment, type of practitioner, date last paid by provincial plan (if applicable) and date of service, licence and/or registration number. If for psychotherapy, please indicate type (individual, family, group, marriage) on your receipt.				

5 Equipment and appliance expenses	<p>For equipment and appliance expenses Manulife Financial requires a written recommendation from the prescribing physician, including diagnosis, and a copy of the provincial plan statement of payment (if applicable).</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div> <p>Indicate the activities requiring the use of this item.</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> <p>Duration equipment is required. From Date (dd/mmm/yyyy) To Date (dd/mmm/yyyy)</p> <p>Has rental equipment been returned? <input type="radio"/> Yes <input type="radio"/> No</p>		
6 Vision care expenses <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> To be completed by supplier. </div> <p>Please enclose an itemized receipt indicating:</p> <ul style="list-style-type: none"> patient's name, cost of contact lenses, cost of glasses, cost of laser surgery, dispensing fee, cost of eye exam, date of eye exam, cost of tinting, date dispensed. 	<p>If your contract covers medically necessary contact lenses, please answer the questions below:</p> <p><i>Please have the supplier complete and sign below.</i></p> <p>Were contact lenses prescribed for severe corneal astigmatism, keratoconus or aphakia? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Can visual acuity be improved by at least 2 lines on the Snellen chart over the best possible vision with glasses? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Could visual acuity be improved up to at least the 20/40 level by glasses? <input type="radio"/> Yes <input type="radio"/> No</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 70%; padding: 2px;">Signature of supplier</td> <td style="width: 30%; padding: 2px;">Date signed (dd/mmm/yyyy)</td> </tr> </table>	Signature of supplier	Date signed (dd/mmm/yyyy)
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7 Claims confirmation <p>NOTE - ORIGINAL RECEIPTS must be attached for all expenses.</p> <p>Please sign here</p>	<p>Total amount of ALL receipts submitted \$ </p> <p><u>I certify</u> that I, my spouse and/or my dependants of minor or major age ("Dependants"), have received all goods or services claimed and that the information provided for this claim is true and complete. <u>I authorize</u> Manulife Financial ("Manulife") to collect, use, maintain and disclose personal information relevant to this claim ("Information") for the purposes of Group Benefits plan administration, audit and the assessment, investigation and management of this claim ("Purposes"). <u>I am authorized</u> by my Dependants to disclose and receive their Information, for the Purposes. <u>I authorize</u> any person or organization with Information, including any medical and health professionals, facilities or providers, professional regulatory bodies, any employer, group plan administrator, insurer, investigative agency, and any administrators of other benefits programs to collect, use, maintain and exchange this information with each other and with Manulife, its reinsurers and/or its service providers, for the Purposes. <u>I authorize</u> the use of my Social Insurance Number ("SIN") for the purposes of identification and administration, if my SIN is used as my plan member certificate number. <u>I agree</u> a photocopy or electronic version of this authorization is valid. <u>I understand</u> that Manulife's Privacy Policy and Privacy Information Package are available at www.manulife.ca/groupbenefits, or from my Plan Sponsor.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 70%; padding: 2px;">Signature of plan member</td> <td style="width: 30%; padding: 2px;">Date signed (dd/mmm/yyyy)</td> </tr> </table> <p>Any Information provided to or collected by Manulife in accordance with this authorization, will be kept in a Group Benefits health file. Access to your Information will be limited to:</p> <ul style="list-style-type: none"> Manulife employees, representatives, reinsurers, and service providers in the performance of their jobs; Persons to whom you have granted access; and Persons authorized by law. <p>You have the right to request access to the personal information in your file, and, where appropriate, to have any inaccurate information corrected.</p>	Signature of plan member	Date signed (dd/mmm/yyyy)
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8 Mailing instructions	<p>Please mail your completed claim form and receipts to the appropriate address.</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> If you live outside Quebec: Manulife Financial Group Benefits Health Claims P.O. Box 1653 Waterloo, ON N2J 4W1 </td> <td style="width: 50%; vertical-align: top;"> If you live in Quebec: Manulife Financial Group Benefits Health Claims P.O. Box 2580, Station B Montreal, QC H3B 5C6 </td> </tr> </table>	If you live outside Quebec: Manulife Financial Group Benefits Health Claims P.O. Box 1653 Waterloo, ON N2J 4W1	If you live in Quebec: Manulife Financial Group Benefits Health Claims P.O. Box 2580, Station B Montreal, QC H3B 5C6
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