

**INSTRUCTIONS**

1. Complete page 1 and 2 of this form in full.
2. Attach receipts for all services and retain copies for your files as original receipts will not be returned.
3. Send to the appropriate Benefit Payment Office for your plan. See PART 10.

THIS IS A:

- Claim for benefits**  
 **Pretreatment/estimate**

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 their behalf when necessary to confirm eligibility and to mutually manage the claims.

**PART 1 - Confirmation, Authorization and Signature**

I certify that the information given on this claim form is true, correct and complete to the best of my knowledge. I certify that all goods and services being claimed have been received by me, my spouse and/or my dependents; and that my spouse and/or dependents are eligible under the terms of my plan.

The submission of fraudulent claims is a criminal offence. Canada Life takes the submission of fraudulent claims seriously. Suspected fraudulent claims may be reported to your employer or plan sponsor and to the appropriate law enforcement agency.

*At Canada Life, we recognize and respect the importance of privacy. Personal information that we collect will be used for the purposes of assessing your claim and administering the group benefits plan. I authorize Canada Life, any healthcare or dentalcare provider, my plan administrator, other insurance or reinsurance companies, administrators of government benefits or other benefits programs, other organizations or service providers working with Canada Life located within or outside Canada, to exchange personal information when necessary for these purposes. I understand that personal information may be subject to disclosure to those authorized under applicable law within or outside Canada.*

*I also consent to the use of my personal information for Canada Life and its affiliates' internal data management and analytics purposes.*

*For a copy of our Privacy Guidelines, or if you have questions about our personal information policies and practices (including with respect to service providers), write to Canada Life's Chief Compliance Officer or refer to [www.canadalife.com](http://www.canadalife.com).*

Plan Member signature **X** \_\_\_\_\_

Date: Day  Month  Year

**PART 2 - Plan Member Information** - You must complete this section fully. If you are unsure of your plan name, plan number or plan member I.D. number, please contact your plan administrator.

Plan name  
**City of Charlottetown**

Plan number **56531** Plan member I.D. number \_\_\_\_\_

Plan Member Name  
First name \_\_\_\_\_ Last name \_\_\_\_\_

Plan Member Address  
Number and street \_\_\_\_\_ City or town \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Date of birth: Day  Month  Year

Language preference:  
 English  French

**PART 3 - Coordination of Benefits** - Complete this section to indicate whether you or any member of your family have benefits coverage from any other plan.

1. Are you, or any member of your family, entitled to insurance under any other plan for the expenses being claimed?  Yes  No  
If yes, please answer the questions below.
2. Who does the other insurance belong to?  Self  Spouse  Child  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_
3. If the patient is a dependent child, please provide spouse's date of birth: Day  Month
4. Is the other insurance also with Canada Life?  Yes  No\*  
If yes, please provide: Canada Life plan number \_\_\_\_\_ ID Number \_\_\_\_\_
5. Is treatment required as the result of an accident?  Yes  No  
If yes, what kind of accident?  Motor Vehicle  If other, please explain. \_\_\_\_\_
6. Is a claim being made for Worker's Compensation Benefits?  Yes  No

\*If the other insurance is not with Canada Life and you have submitted these expenses to your other insurer, please attach the other insurer Explanation of Benefits (EOB) to this claim. An EOB is required even if no benefits were paid by the other insurance.

**PART 4 - Patient Information** - Complete for all expenses; one line per patient.

Patient name First name/Last name	Patient's Relationship to plan member Self Child Spouse	Patient's Date of birth			If child over 18 years		Does Patient Reside with Plan Member? Yes No	
					Full time student hours per week	If employed, how many hours worked per week?		
						Yes		No
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

**PART 5 - Claim Details** - If additional space is needed, attach a separate page.

Patient Name - First name/Last name	Type of Expense	Nature of Illness

**PART 6 - Prescription Drug Expenses** - Credit card receipts and/or debit slips alone are insufficient. Official pharmacy or clinic/physician receipts are required.

All receipts must include:

- Patient name
- Date of service
- Rx number
- Drug name
- Quantity dispensed
- Drug identification number (DIN)

Please note, receipts for drugs dispensed in Ontario must include the dispense fee.

**PART 7 - Paramedical Expenses** - For chiropractor, physiotherapist, massage therapist, psychologist, etc.

All receipts must include:

- Patient name
- Date of service
- Name of treatment provided
- Charge for each service
- Provider's name, address, telephone number, professional designation and professional association
- Amount paid by provincial plan if applicable

**PART 8 - Medical Expenses** - For medical equipment, appliances and services.

All receipts must include:

- Patient name
- Date item was received
- Name of item purchased or a detailed description of the services or supplies
- Charge for each item/service
- Provider's name, address, telephone number and professional designation
- Amount paid by provincial plan if applicable

**PART 9 - Visioncare Expenses** - Laser eye surgery, glasses, contact lenses and eye exams.

Receipt details	Patient Name First name/Last name	Reason for purchase of lenses (check all that apply)			
		Initial prescription	Prescription change	Loss or breakage	None of these reasons
All receipts must include: • Patient name • A breakdown of charges for lenses & frames or eye exam • Date eyewear was received • Date the eye exam was performed and paid for		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PART 10 - Submitting Your Claim**

Please send your claim to the Benefit Payment Office below.

**Questions? Call Toll Free: 1.800.957.9777**

Prince Edward Island Benefit Payments  
47C Beach Grove Road  
Charlottetown PE C1E 1K5

[www.canadalife.com](http://www.canadalife.com)



**Deaf or hard of hearing and require access to a telecommunications relay service?**

Please contact us:

TTY to Voice: 711

Voice to TTY: 1-800-855-0511