THE Great-West Life ASSURANCE COMPANY

BRITISH COLUMBIA BC Public Service | Where ideas work

CANADIAN DENTAL ASSOCIATION

CLHIA ACCAP

Extended Dental Plan Claim Form
With Healthcare Spending Account

Benefits to be paid from:
- ☐ Dentalcare Plan Only
- ☐ Healthcare Spending Account Only
- ☐ Both

INSTRUCTIONS
1. Complete page 1 and 2 of this form in full.
2. Sign and date the form.
3. Please retain copies for your files as original receipts will not be returned.
4. If you wish benefits to be paid directly to the dentist, sign the assignment portion of PART 1 below. Assignment of benefits is irrevocable. Great-West Life may discuss details of this claim with the assignee.
5. Send to the appropriate Benefit Payment Office for your plan. See PART 7.

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.

PART 1 - DENTIST INFORMATION - To be completed by Dentist (1)

PATIENT

Last name | Given name

Address | Apt./Suite No.

City | Prov. | Postal code

Unique No. | Spec. | Patient's office account No.

DENTIST

Phone No.

I hereby assign my benefits payable from this claim to the named dentist and authorize payment directly to him/her.

Signature of subscriber

For dentist's use only, for additional information, diagnosis, procedures, or special consideration.

Duplicate form ☐

I understand that the fees listed in this claim may not be covered by or may exceed my plan benefits. I understand that I am financially responsible to my dentist for the entire treatment.

I acknowledge that the total fee of $ _____ is accurate and has been charged to me for services rendered.

I authorize release of the information contained in this claim form to my insuring company/plan administrator. I also authorize the communication of information related to the coverage of services described in this form to the named dentist.

Signature of patient (parent/guardian) | Office verification

Date of Service Day Month Year	Procedure Code	Intl. tooth Code	Tooth Surfaces	Dentist Fees	Laboratory Charge	Total Charges
This is an accurate statement of services performed and the total fee due and payable, e. & o.e. TOTAL FEE SUBMITTED						$

PART 2 - Claim Details - To be completed by Dentist (2)

Please specify claim details.

1. Is this treatment required as the result of an accident? ☐ Yes ☐ No

   If yes, please provide:

   Date: | Location:

   Explain how accident happened

2. If claim is for a denture, crown, or bridge, is this initial placement? ☐ Yes ☐ No

   If no, give date of prior placement and reason for replacement:

3. If claim is for a denture or bridge, please provide missing tooth number(s):

PAGE 1 OF 2 PLEASE COMPLETE PAGE 2 OF STATEMENT

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PART 3 - Plan Member Information 3

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

Plan number | Plan member I.D. number

Plan Member Name

Last name | First name

Plan Member Address

Number and street | City or town | Province | Postal code

Date of birth: Day | Month | Year

Language preference: ☐ English ☐ French

PART 4 - Coordination of benefits 4

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 benefits under any other plan for the expenses being claimed? ☐ Yes ☐ No If yes, please provide:

   Name of insurance company | Plan number | Plan member I.D. number

   If spouse's plan, please provide spouse's date of birth:

   Day | Month | Year

2. Is a claim being made for Workers' Compensation Benefits? ☐ Yes ☐ No

PART 5 - Patient information 5

Complete this section if claim is for spouse or dependant.

Patient name	Relationship to plan member	Date of birth Day Month Year	If child over 18 years: Full time student hours per week	Full time student Yes	Full time student No	If employed, how many hours worked per week?	Does Patient Reside with Plan Member? Yes	Does Patient Reside with Plan Member? No
				☐	☐		☐	☐

PART 6 - Confirmation, Authorization and Signature 6

At Great-West 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. 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 Great-West Life's Chief Compliance Officer or refer to www.greatwestlife.com.

I authorize Great-West 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 Great-West 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 certify that the information given 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 dependants.

I certify that I am claiming expenses that were incurred by myself or a person(s) for whom I am entitled to claim a medical expense credit under the Income Tax Act (Canada).

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA)

This information is collected by the British Columbia Public Service under s.26(c) of FOIPPA. Any questions about the collection and the use of this information can be directed to an HR Service Representative at the BC Public Service Agency by submitting a request to AskMyHR at www.gov.bc.ca/myhr/contact, phoning 1.877.277.0772 or writing to: Manager, Contact Centre Operations, BC Public Service Agency, 810 Blanshard Street, Victoria BC V8W 2H2.

Plan Member signature X _____ Date: Day | Month | Year

PART 7 - Submitting Your Claim 7

Please send your claim to the Benefit Payment Office below.

Questions? Call Toll Free: 1.855.644.0538

Winnipeg Benefit Payments
PO Box 6040 Station Main
Winnipeg MB R3C 0S2

For the deaf or hard of hearing:
Toll Free: 1.800.990.6654

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