

## Group Benefits

## Extended Health Care Claim

1 Plan member information

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?

Yes

No

Are you, your spouse or dependants covered under any other plan for the expenses being claimed?

Yes

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.

• 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

Sign up for direct deposit and electronic claim statements

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)

School and city

If employed,  
hrs worked per week

3 Prescription drug expenses

• 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:

• patient name,

• name of practitioner,

• type of practitioner,

• date of service,

• length of visit,

• charge for treatment,

• date last paid by provincial plan (if applicable) and

• licence and/or registration number.

If for psychotherapy, please indicate type (individual, family, group, marriage) on your receipt.

***Please complete next page.***

<b>5 Equipment and appliance expenses</b>	<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: 80px; margin-top: 5px;"></div> <p>Duration equipment is required.      <b>From</b> <span style="border: 1px solid black; padding: 2px 10px;">Date (dd/mmm/yyyy)</span>      <b>To</b> <span style="border: 1px solid black; padding: 2px 10px;">Date (dd/mmm/yyyy)</span></p> <p>Has rental equipment been returned?      <span style="border: 1px solid black; padding: 2px 10px;"><input type="radio"/> Yes   <input type="radio"/> No</span></p>		
<b>6 Vision care expenses</b>  <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <b>To be completed by supplier.</b> </div> <p>Please enclose an itemized receipt indicating:</p> <ul style="list-style-type: none"> <li>patient's name,</li> <li>cost of contact lenses,</li> <li>cost of glasses,</li> <li>cost of laser surgery,</li> <li>dispensing fee,</li> <li>cost of eye exam,</li> <li>date of eye exam,</li> <li>cost of tinting,</li> <li>date dispensed.</li> </ul>	<p><b>If your contract covers medically necessary contact lenses, please answer the questions below:</b></p> <p><b><i>Please have the supplier complete and sign below.</i></b></p> <p>Were contact lenses prescribed for severe corneal astigmatism, keratoconus or aphakia? <span style="float: right;"><input type="radio"/> Yes   <input type="radio"/> No</span></p> <p>Can visual acuity be improved by at least 2 lines on the Snellen chart over the best possible vision with glasses? <span style="float: right;"><input type="radio"/> Yes   <input type="radio"/> No</span></p> <p>Could visual acuity be improved up to at least the 20/40 level by glasses? <span style="float: right;"><input type="radio"/> Yes   <input type="radio"/> No</span></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span style="width: 70%; border-bottom: 1px solid black;">Signature of supplier</span> <span style="width: 25%; border-bottom: 1px solid black;">Date signed (dd/mmm/yyyy)</span> </div>		
<b>7 Claims confirmation</b>  <p><b>NOTE - ORIGINAL RECEIPTS must be attached for all expenses</b></p>          <p><b>Please sign here</b></p>	<p><b>Total amount of ALL receipts submitted</b>      <span style="border: 1px solid black; padding: 2px 20px;">\$</span></p> <p><u><b>I certify</b></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.</p> <p><u><b>I authorize</b></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"). <b>I am authorized</b> by my Dependants to disclose and receive their Information, for the Purposes. <u><b>I authorize</b></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><b>I authorize</b></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. <b>I agree</b> a photocopy or electronic version of this authorization is valid. <u><b>I understand</b></u> that Manulife's Privacy Policy and Privacy Information Package are available at <a href="http://www.manulife.ca/groupbenefits">www.manulife.ca/groupbenefits</a>, or from my Plan Sponsor.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span style="width: 70%; border-bottom: 1px solid black;">Signature of plan member</span> <span style="width: 25%; border-bottom: 1px solid black;">Date signed (dd/mmm/yyyy)</span> </div> <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"> <li>Manulife employees, representatives, reinsurers, and service providers in the performance of their jobs;</li> <li>Persons to whom you have granted access; and</li> <li>Persons authorized by law.</li> </ul> <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>		
<b>8 Mailing instructions</b>	<p>Please mail your completed claim form and receipts to the appropriate address.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>If you live outside Quebec:</b>  Manulife Financial Group Benefits  Health Claims  PO BOX 1653  WATERLOO ON N2J 4W1 </td> <td style="width: 50%; vertical-align: top;"> <b>If you live in Quebec:</b>  Manulife Financial Group Benefits  Health Claims  PO BOX 2580, STATION B  MONTREAL QC H3B 5C6 </td> </tr> </table>	<b>If you live outside Quebec:</b> Manulife Financial Group Benefits Health Claims PO BOX 1653 WATERLOO ON N2J 4W1	<b>If you live in Quebec:</b> Manulife Financial Group Benefits Health Claims PO BOX 2580, STATION B MONTREAL QC H3B 5C6
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