



## HOW TO CLAIM FOR EXTENDED HEALTH BENEFIT EXPENSES

*To ensure prompt handling of your claim, please follow instructions carefully.*

### COMPLETING THE FORM

This form is to be completed for expenses incurred in your province of residence. Expenses incurred outside your province of residence must be claimed on a separate *Application for Emergency Out-of-Province Hospital/Medical Expenses* form. Please call our office to obtain a copy of this form.

For all dental services, including accidental dental claims, please use the *Standard Dental Claim Form* available from your dental office.

1. Please ensure the form is complete and you have signed the form. All four sections must be completed before your claim can be processed.
2. Complete the **Client Information** section. Note: Your Policy Number and ID Number may be the same. Please refer to your Saskatchewan Blue Cross ID card.
3. If you are claiming for your spouse, and/or dependents, please include them in the **Spousal/Dependent Information** section.
4. If you, your spouse, or any dependents are entitled to receive comparable benefits for the expense or services being claimed from any other health benefit plan (including another Blue Cross plan), the **Other Coverage** section must be completed.
5. Include all supporting documents, as specified in your benefit booklet (e.g., physician's referral).
6. Please read, sign and date the **Authorization and Consent** section.

### ORIGINAL RECEIPTS REQUIRED

1. Attach original receipts for each expense claimed and **keep copies for your records**. If you have claimed these expenses under another plan, the original *Explanation of Benefits* (see explanation below) from that plan and **copies** of receipts **must** be attached to this claim.
2. All original receipts must indicate the following information: first and last name of individual receiving the service, date or dates on which the service was obtained, the service or product purchased, the service provider's name and address and the amount charged. These receipts become part of our records and **will not be returned**.

3. Receipts must be submitted to Saskatchewan Blue Cross within your policy's claiming limitation. (Expenses must be submitted within a specific period of time. Refer to your benefit information.)

**Note:** Receipts/invoices with incomplete information will be rejected.

### OTHER COVERAGE (Coordination of Benefits)

*Coordination of Benefits (COB) is a standard practice among benefit carriers in Canada. COB allows people with more than one plan to maximize their coverage.*

1. If you are claiming expenses for your spouse and your spouse is covered for those expenses under another health benefit plan, you must submit the claim to your spouse's plan first.
2. If both you and your spouse have health benefit coverage, your children must claim under the plan of the parent with the earliest birthday (month and day) in the calendar year. For example, if your birthday is May 1 and your spouse's birthday is June 5, your children will claim under your plan first.

### EXPLANATION OF BENEFITS AND CLAIMS PAYMENT

An **Explanation of Benefits** statement, indicating how this claim was assessed, will be sent to the member to be used for income tax purposes or to claim under other coverage. If you are being reimbursed, a cheque will accompany the statement. If your claim is complete with all the necessary receipts and documents, the *Explanation of Benefits* and cheque (if applicable) will be mailed approximately two weeks after we receive your claim. Please retain the statement and cheque stub as no other statements will be issued.

**For assistance** call our Saskatchewan Blue Cross office. All inquiries should be made within 30 days of receiving your reimbursement.

Regina (306) 525-5025  
Saskatoon (306) 244-1192  
Toll-free in Saskatchewan 1-800-667-6853  
Visit our website [www.sk.bluecross.ca](http://www.sk.bluecross.ca)

### MAIL YOUR CLAIM TO

Saskatchewan Blue Cross  
Claims Department  
PO Box 4030  
Saskatoon SK S7K 3T2

or

Saskatchewan Blue Cross  
Claims Department  
100-1870 Albert St  
Regina SK S4P 4B7