

How to Claim Extended Health Care Benefits

Before completing the form...

1. If you are claiming expenses for your spouse who is covered under another medical plan, submit the claim for your spouse's expenses to your spouse's plan first. Please include a copy of what the other plan paid when claiming your spouse's expenses on your plan.
2. If both you and your spouse have medical coverage, expenses for your children must be claimed under the plan of the parent with the earliest birthday (month and day) in the calendar year. For example, if your birthday is May 1st and your spouse's birthday is June 5th, your children's expenses will be claimed under your plan first.
3. You do not have to submit a claim every time an expense occurs. You may hold your expense receipts until they represent a significant amount, or are more than your deductible, if applicable. You should keep in mind that there is a deadline for submitting your expense receipts to *groupSource*. To find out what the deadline is, look in your employee booklet or talk to your employer. If your Extended Health Care coverage ends for any reason, your claim for expenses incurred while coverage is in place must be submitted to and received by *groupSource* within 90 days of your coverage ending.

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4. Please make sure that you have filled in all the information completely and signed the form. Incomplete forms will delay the processing of your claim.
5. Attach **original** receipts for expenses and keep copies for your records. Original receipts will not be returned. You will receive an Explanation of Benefits for income tax purposes. If any expense has been submitted previously under another plan, attach the original Explanation of Benefits from that plan and copies of the receipts. Your receipts should include the name of the patient, the nature of the treatment or medical product, the name of the prescribing physician, the date, and the amount charged.
6. Attach a written statement from the referring doctor if you are claiming for certain medical services or expenses such as medical equipment, nursing services, or massage therapy. The written statement should confirm why the services were medically necessary and how long the services were needed. If the expenses were the result of a dental accident, X-rays taken after the accident and before any treatment are required.

Mail forms to...



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