

**Group Benefits
Extended Health Care Claim**

To be completed by the plan member unless otherwise indicated. Original receipts must be attached for all expenses. (Please attach to the back of this form.) Please retain copies for your files as original receipts will not be returned.

1 Plan member information	Plan contract number 83238	Plan member certificate number	Plan sponsor British Columbia Institute of Technology		
	Plan member name (first, middle initial, last)			Date of birth (dd/mmm/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? <input type="radio"/> Yes <input type="radio"/> No Are you, your spouse or dependants covered under any other plan for the expenses being claimed? <input type="radio"/> Yes <input type="radio"/> 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/mmm/yyyy)		Name of spouse's insurance company	Spouse's plan contract number	Spouse's plan member certificate number	
Sign up for direct deposit and electronic claim statements	Receive your claim payments up to 70% faster with direct deposit and enjoy the convenience of seeing your claim statements online. <ul style="list-style-type: none"> • 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 				
2 Patient information Complete for all expenses. Use one line per patient.	Patient's name	Date of birth (dd/mmm/yyyy) <small>(1st Claim only)</small>	Relationship to plan member (1st Claim only)	If coverage dependant, school and city	
3 Prescription drug expenses	Attach your prescription drug receipts to the back of this 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: <ul style="list-style-type: none"> • patient name, • name of practitioner, • type of practitioner, • date of service, • length of visit, • charge for treatment and • licence and/or registration number. If for psychotherapy, please indicate type (individual, family, group, marriage) on your receipt.				

Please complete next page.

5 Equipment and appliance expenses	<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-bottom: 5px;"></div> <p>Indicate the activities requiring the use of this item.</p>		
	<p>Duration equipment is required. From <input style="width: 100px;" type="text" value="Date (dd/mmm/yyyy)"/> To <input style="width: 100px;" type="text" value="Date (dd/mmm/yyyy)"/></p> <p>Has rental equipment been returned? <input type="radio"/> Yes <input type="radio"/> No</p>		
6 Vision care expenses	<p>Please enclose an itemized receipt indicating:</p> <ul style="list-style-type: none"> • patient's name, • cost of contact lenses, • cost of glasses, • date dispensed, • cost of laser surgery. <p>Attach your vision care receipts to the back of this form.</p>		
7 Claims confirmation NOTE - ORIGINAL RECEIPTS must be attached for all expenses. Please sign here	<p>Total amount of ALL receipts submitted <input style="width: 100px;" type="text" value="\$"/></p> <p>I certify 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. I authorize 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"). I am authorized by my Dependants to disclose and receive their Information, for the Purposes. I authorize 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. I agree a photocopy or electronic version of this authorization is valid.</p> <p>I understand that Manulife's Privacy Policy and Privacy Information Package are available at www.manulife.ca/groupbenefits, or from my Plan Sponsor.</p> <p>You must sign and date in the space provided below. Failure to sign the claim will result in your claim being returned for signature.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 75%; height: 30px; vertical-align: bottom;">Signature of plan member</td> <td style="width: 25%; height: 30px; vertical-align: bottom;">Date signed (dd/mmm/yyyy)</td> </tr> </table> <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"> • Manulife employees, representatives, reinsurers, and service providers in the performance of their jobs; • Persons to whom you have granted access; and • Persons authorized by law. <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>	Signature of plan member	Date signed (dd/mmm/yyyy)
Signature of plan member	Date signed (dd/mmm/yyyy)		
8 Mailing instructions	<p>Please mail your completed claim form and receipts to:</p> <p style="text-align: center;">Manulife Financial Group Benefits Health Claims P.O. BOX 1653 WATERLOO ON N2J 4W1</p> <p>If you have questions, call your B.C. Colleges & Institutions Benefit Helpline at 1-800-575-2200.</p>		