



## Dentalcare Expenses Statement 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

<b>PATIENT</b>		Unique No.	Spec.	Patient's office account No.	I hereby assign my benefits payable from this claim to the named dentist and authorize payment directly to him/her.
Last name _____ Given name _____		<b>DENTIST</b>			
Address _____ Apt./Suite No. _____		Phone No. _____			
City _____ Prov. _____ Postal code _____		Signature of subscriber _____			

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

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.

Duplicate form

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):

\_\_\_\_\_

**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			If child over 18 years		Does Patient Reside with Plan Member?	
		Day	Month	Year	Full time student hours per week	If employed, how many hours worked per week?	Yes	No
					Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	

**PART 6 - Confirmation, Authorization and Signature**

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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](http://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).

Plan Member signature X \_\_\_\_\_

Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_


**PART 7 - Submitting Your Claim**

7

Please send your claim to the Benefit Payment Office below. If blank, please consult your plan administrator for the address.

Questions? Call Toll Free: 1.800.957.9777

Winnipeg Benefit Payments  
PO Box 3050 Station Main  
Winnipeg MB R3C 0E6

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