

The Public Service Health Care Plan (PSHCP)
75 Albert Street
Ottawa, Ontario
K1P 5E8

Dental Insurance

The following information has been provided to ABP by Great-West Life in order that they may promptly assess dental claims for expenses that are incurred outside Canada.

Completion of Great-West Life Claim Form M445D (see Figure 10)

1. A separate claim form should be completed for each patient.
2. The dentist should complete Part I indicating the following:
 - a) Date of service.
 - b) Procedure codes, if available, in their specific country. If procedure codes are non-existent, the dentist should describe, in detail, the nature of the services performed and the cost for each. Where appropriate, the international tooth code should be included. For restorations, the type of material used and the number of surfaces restored must be listed. For X-rays, the dentist should specify type and the number of X-rays taken.
 - c) The dentist must sign the claim form in the area denoted "Office Verification."
3. Part 2 of each claim must be completed by the employee ensuring that all questions are answered. The plan number and certificate number must also be completed.

Specific inquiries should be directed to:

Great-West Life
Carling Executive Park
Suite 201-1525 Carling Avenue
Ottawa, Ontario
K1Z 8R9
Telephone: (613) 725-3525

During your Rounds, the counsellors located in The Posting Centre (ABMH) can provide some direct services for you because you have now received your final Posting Confirmation form. The Employment Counsellor can telex the Mission regarding job opportunities and can forward your spouse's résumé. The Education Counsellor will be making the final communications with the Mission in order to confirm enrolment at the school you have chosen. Don't forget to see the Employee Assistance Program (EAP) Counsellor as part of your Rounds, if you haven't done so already.