

facilitates first day coverage on return from posting. (Ontario residents should also contact OHIP directly.)

What To Do When You Return From Posting

On return to Canada it is imperative that you visit SBP without delay in order to commence reinstatement of supplementary PSHCP. Employees must also contact OHIP or Quebec Medicare directly to inform them of their return to Canada. Failure to do so may cause additional administrative procedures for all concerned, possible short-term financial loss to you, and potentially embarrassing situations involving health care professionals who must be asked to defer billing to your provincial plan for several months.

Addresses for Claims

Ontario Health Insurance Plan
75 Albert Street
Ottawa, Ontario
K1P 5Y0

Quebec Medicare
P.O. Box 6600
Québec, Quebec
G1K 7T3

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

Dental Insurance

The following information has been provided to SBP 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

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: