

- 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 8T1
Telephone: (613) 725-3525