



## How to submit an EHP or MHF claim?

### Step 1:

If your expense is covered by a primary insurance provider (i.e. SOGS), submit to them first. If you're uncertain about how to submit a claim through SOGS please go to <http://sogs.ca/healthplan/> and click on "How to Submit a Claim". For the quickest turnaround time submit your claim online through the Desjardins website.

### Step 2:

The remaining balance may be submitted through your GTA union. Application forms are found in the "Benefits" section on our website. Submit the EHP or MHF application form, receipt(s), and insurance statement by email to [staffpsac610@gmail.com](mailto:staffpsac610@gmail.com). If your service provider offers direct billing and it is indicated on the receipt, you won't need to include the insurance statement from the primary insurance provider.

### Step 3:

Please total your receipts and add this amount to the application form. Select how you prefer to receive your reimbursement by selecting either cheque by mail or direct deposit. If you choose direct deposit, ***please send the direct deposit form or copy of a void cheque with each claim submitted.*** These documents are available wherever you do your personal online banking. Direct deposits will be made on the 2<sup>nd</sup> last business day of the month.

Should you have any questions please contact [staffpsac610@gmail.com](mailto:staffpsac610@gmail.com) or by phone at (226) 377-0846.