TO SUBMIT A CLAIM

HERE ARE THE STEPS TO SUBMIT A CLAIM

Step 1 . . . . . Gather all your original detailed receipts.

Step 2 . . . . . Complete and sign the *Claim Form*.

Step 3 . . . . . Complete and sign your Provincial Health Insurance Plan form.

CHECKLIST

Have you:

- ☐ Completed and signed the *Claim Form*?
  All incomplete forms will be returned and will delay your claim assessment.
- ☐ Attached all original receipts?
  Photocopies will not be accepted.
- ☐ Completed and signed your Provincial Health Insurance Plan form?
  All incomplete forms will be returned and will delay your claim assessment.
- ☐ Made photocopies for your records?

IMPORTANT NOTES

- All aforementioned documents must be received within 90 days of your return to your province of residence.
- Cash register coupons (stubs) will not be accepted for reimbursement.
- Any fees for the completion of medical certificates or claim forms are your responsibility.
- Make sure to provide legible documents. Photographs and pictures will not be accepted.

SEND ALL YOUR DOCUMENTS TO:

LS-Travel
Att: Claims department
247 Thibeau Boulevard
Trois-Rivières (Quebec) G8T 6X9

To verify your claim status:

Toll free: 1-877-344-8398
Email: claimsfollowup@tourmed.ca

WWW.TOURMED.CA
Telephone : 1 877 344-8398
Fax : 1 819 377-6069

247 Thibeau Blvd.
Trois-Rivières (Québec) G8T 6X9

CLAIM FORM

Insured by

This claim form is mandatory whether you have incurred out of pocket expenses or not.

This claim form must be completed, signed and returned to the Insurer no later than 90 days after you return to your province of residence. If you need assistance in completing this claim form, our Claims team will answer your questions from Monday to Friday, 8:30AM to 5:00PM EST. Call toll free 1-877-344-8398 or collect 1-819-377-1777.

PLEASE SUBMIT THE APPLICABLE SUBSTANTIATING DOCUMENTATION

- Original detailed invoices or receipts:
  - ✓ Please note that photocopies or cash/cashier receipts are not accepted
  - ✓ **The US $5 co-pay for each prescription is NOT REFUNDABLE**
- **A proof*** of your **Departure date** from your province of residence is mandatory for claims submitted under the **ANNUAL PLAN**
  (* boarding pass, plane ticket, credit card receipt, confirmation obtained at the border/immigration).

CLAIMANT'S STATEMENT

Name of the Insured and address where to send the refund. Desired currency: CAD ☐ USD ☐

_____ _____
First name Last name Policy Number

_____
No. Street apt. # City Province Postal Code

_____ Telephone: (_____) _____ Date of birth : _____ / _____ / _____
Government Health Insurance Number dd mm yy

Are you covered by any other private travel insurance (group, retired, Medicare, credit card)? YES ☐ NO ☐

Company:_____PolicyNumber:_____Telephone:(_____)_____

CLAIM EXPENSES

Provide brief description of the expenses and indicate amounts incurred. (If you need more space, please attach a separate sheet).

Name of medical services provider (or any type of services incurred)	Date of service received (mm/dd/yyyy)	Amount billed	Amount paid by you	Currency
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	

1. CLAIM FOR MEDICAL EXPENSES (PLEASE ANSWER ALL QUESTIONS)

a) Please check the appropriate box: Sickness ☐ Accident ☐ Other ☐ Please specify: _____

b) Treatment received in: Office/clinic ☐ Emergency Room of a hospital ☐ Hospital ☐

c) Please provide dates and brief details about this claim.

_____

_____

_____

_____

_____

_____

_____

_____

d) In the past, have you ever been treated for those symptoms or illnesses? YES ☐ NO ☐

If YES, please provide the dates and places of consultation.

_____

_____

_____

_____

_____

_____

2. CLAIM FOR EMERGENCY ROUND TRIP EXPENSES (Section to be filled out only if applicable.)

In all cases, please submit original receipts for air transportation including copy of boarding pass.

Claim for:
- ☐ **Death** (please submit death certificate or medical report indicating cause of death – Quebec residents: SP3 form is required)
- ☐ **Hospitalization** (please submit medical certificate indicating diagnosis, admission and discharge dates)
- ☐ **Disaster** at your principal residence/place of business (please submit substantiating documentation such as police report/private insurance confirmation)

Amount claimed for air transportation: $ _____

Name of the immediate family member	Date of birth	Relationship to you

Complete address of that person

Hospital admission date	Hospital discharge date	Reason of admission

Date of death	Cause of death	Place of death

In the 6 months prior to your departure date, was the person:

Hospitalized? ☐ YES ☐ NO If YES, please indicate dates and name of hospital: _____

Suffering from a terminal illness? ☐ YES ☐ NO

Residing in a long term care facility (CHSLD)/assisted living facility? ☐ YES ☐ NO

If YES, please indicate name and complete address of that facility: _____

CERTIFICATION AND AUTHORIZATION

I hereby assign to LS-Travel, Insurance Company, (hereinafter "Insurer") any benefits obtained from other sources, including but not limited to, insurance companies, airlines, travel agencies, and any other source, for losses covered under this policy. I also direct these sources to transmit payment to the *Insurer* for my claims submitted by the *Insurer* with regard to these losses and authorize all sources and the *Insurer* to communicate all relevant information to facilitate the claims process.

I hereby authorize LS-Travel, Insurance Company, to collect, by any electronic means, email, fax or mail, and to use, any medical or non-medical information about me held by, including but not limited to, any licensed physician, practitioner, hospital or medical institution, insurance company, or any other organization, agency, institution, company or person (hereinafter "Third Parties") who has information or documents relevant to the analysis of any claim submitted under this insurance policy. I understand that this information could also be communicated to these Third Parties, whether in or outside of my province of residence. In the event of a claim, I also authorize the *Insurer* to collect, from my *Representative*, any telephone conversation recorded during the application process.

If, for any reason, I do not authorize LS-Travel, Insurance Company, to collect and use this information, I understand that my benefits could be reduced or limited, according to the terms and conditions of the policy. A photocopy or facsimile of this authorization is accepted and recognized as valid as the original or a true copy thereof.

I declare that I am aware of the rights granted by the "Act Respecting the Protection of Personal Information in the Private Sector", including but not limited to the right to access my information, the right to have that information corrected, if need be, and the right to withdraw, at any time, this authorization to share and use my personal information.

I certify that I have no other insurance coverage than the ones mentioned in this claim form.

I understand that the making of false or fraudulent statements in connection with a claim for benefits will render the insurance policy null and void.

I certify that the statements given in the making of this claim are complete, true, and accurate to the best of my knowledge.

A photocopy, facsimile or electronic copy of this authorization shall be considered as effective and valid as the original or a true copy thereof.

Insured's signature: _____ Date: _____

IMPORTANT NOTES

- Cash register coupons (stubs) will not be accepted for reimbursement.
- Any fees for the completion of medical certificates or claim forms are your responsibility.
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7500-160 EN- Rév. 09/2023

APPLICATION for OUT-of-PROVINCE
HEALTH BENEFITS

Attach to Out-of-Province Medical or Hospital Claim Form

Insured Benefits Branch
300 Carlton Street
Winnipeg, MB R3B 3M9
Telephone: (204) 786-7303
Fax: (204) 772-2248

Manitoba Health

Manitoba Health Registration Number: _____

Manitoba Health Personal Health Identification Number (PHIN): _____

Patient's Name: _____

Address: _____

_____

Phone Number: _____ _____
Home Work

Date(s) of treatment: _____
(day / month / year)

Where was treatment(s) provided?

- ❑ Doctor's office (Please complete Out-of-Province Claim **MEDICAL (DOCTOR) SERVICES** form)
- ❑ Hospital (Please complete Out-of-Province Claim **HOSPITAL SERVICES** form)
- ❑ Private residence (house, apartment, hotel)
- ❑ Other (explain): _____

_____

Reason for absence from Manitoba:

Date of departure: _____

Date of return (expected): _____

- ❑ Vacation
- ❑ Employment
- ❑ Education (Letter of Acceptance/Confirmation of full-time attendance required)
- ❑ Other (explain): _____

Signature **Date**

Should you have additional questions or concerns regarding out-of-province claims, you can visit Manitoba Health's Out-of-Province website at www.gov.mb.ca/health/mhsip/leavingmanitoba.html or contact an out-of-province case coordinator at (204) 786-7303; toll-free (800) 392-1207 (ext. 7303); fax number (204) 772-2248.

The personal information you may be asked to provide is being collected under the authority of legislation and/or program policies under the jurisdiction of the Minister of Health. The information is required to provide health coverage and/or service and is protected under the protection and privacy provisions of The Freedom of Information and Protection of Privacy Act as well as The Personal Health Information Act. If you have any questions about the collection of personal information, please contact: ***Access and Privacy Coordinator, Manitoba Health, 1st floor, 300 Carlton Street, phone 204-786-7237.***

MG-8062 (Rev.07/16)

OUT-of-PROVINCE CLAIM

MEDICAL (DOCTOR) SERVICES

***Original* bills (with a translation if necessary) must be submitted with all claims**

Insured Benefits Branch
300 Carlton Street
Winnipeg, MB R3B 3M9
Telephone: (204) 786-7303
Fax: (204) 772-2248

Manitoba Health

Services provided at:

❑ Doctor's office ❑ Hospital ❑ Private residence (house, apartment, hotel)

Because of: ❑ Sudden illness ❑ Accident

❑ Give details: _____

_____

Doctor's name: _____

Address: _____

City: _____

Country: _____

Date(s) of service: _____

Diagnosis: _____

Surgery involved: ❑ No ❑ Yes

Type of surgery: _____

X-rays: ❑ No ❑ Yes

If yes, what area of the body: _____

Laboratory tests: ❑ No ❑ Yes

Type of tests: _____

Type of currency used to pay this account: _____

Equivalent amount in CDN funds: _____

Has account been paid? ❑ No ❑ Yes (attach receipts)

Note: Failure to provide complete details may result in delay of payment.

Signature **Date**

Should you have additional questions or concerns regarding out-of-province claims, you can visit Manitoba Health's Out-of-Province website at www.gov.mb.ca/health/mhsip/leavingmanitoba.html or contact an out-of-province case coordinator at (204) 786-7303; toll-free (800) 392-1207 (ext. 7303); fax number (204) 772-2248.

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MG-8063 (Rev 10/15)

OUT-of-PROVINCE CLAIM
HOSPITAL SERVICES

***Original* bills (with a translation if necessary) must be submitted with all claims**

Insured Benefits Branch
300 Carlton Street
Winnipeg, MB R3B 3M9
Telephone: (204) 786-7303
Fax: (204) 772-2248

Manitoba Health

Name of hospital: _____

Address: _____

City: _____

Country: _____

Diagnosis: _____

Hospitalization required because of: ❑ Sudden illness ❑ Accident

Please give details: _____

_____

_____

Outpatient visit ❑ No ❑ Yes

Inpatient ❑ No ❑ Yes

Date of admission: _____
(day / month / year)

Date of discharge: _____
(day / month / year)

Type of currency used to pay this account: _____

Equivalent amount in CDN funds: _____

Has account been paid? ❑ No ❑ Yes (attach receipts)

Note: Failure to provide complete details may result in delay of payment.

Signature _____ **Date** _____

Should you have additional questions or concerns regarding out-of-province claims, you can visit Manitoba Health's Out-of-Province website at www.gov.mb.ca/health/mhsip/leavingmanitoba.html or contact an out-of-province case coordinator at (204) 786-7303; toll-free (800) 392-1207 (ext. 7303); fax number (204) 772-2248.

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MG-8064 (Rev 10/15)