Instructions on how to complete a UHIP Claim Form

- Print clearly in pen, using block letters.
- Enter all dates numerically (4 numbers for year, 2 numbers each for month and day) in the format yyyy/mm/dd.

**STEP 1: Fill out section 1.**

<table>
<thead>
<tr>
<th>University name</th>
<th>Policy number</th>
<th>UHIP member identification number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
<td>First name</td>
<td>Middle name</td>
</tr>
<tr>
<td>Date of birth</td>
<td>Gender</td>
<td>Phone number</td>
</tr>
<tr>
<td>Canadian address</td>
<td>Apt. or suite</td>
<td>Postal code</td>
</tr>
</tbody>
</table>

Do you or your dependents have additional Health coverage with Sun Life Assurance Company of Canada?

- Yes
- No

**STEP 2: Fill out section 2**

- a) Provide your last name and first name.
- b) Provide your date of birth.
- c) The “claimant” is the person who is receiving the medical service. If you are filing the claim for yourself, select “member”. Otherwise, select which dependent you are filing the claim for.

**STEP 3: Fill out section 3**

- a) If you have paid and got a receipt from the clinic/hospital/lab, then check off the first box: Payment is to be made to the member. Then, sign and date.
- b) If you received an invoice from the hospital, then check off the second box: Payment is to be made directly to the provider. You do not need to sign and date.
STEP 4: Section 4

- Usually the receipt or invoice will have provider’s address listed on it. If it doesn’t, then fill out this section. Otherwise, you do not need to fill it out.

STEP 5: Fill out section 5

- In this section, the most important piece of information you will need is the “OHIP procedure code”. Sun Life needs this information to assess the reimbursement. If this information is missing, your claim will be denied!
- To obtain the OHIP procedure code, you must call the clinic/hospital/lab or go in person. You can let them know that you need it for insurance purposes.
- Once you receive this information, fill it out under the “OHIP procedure code” column.
- Also, fill out the service date and the reason for visit. The reason for visit does not need to be anything official, just put down whatever your reason for visit was.

STEP 6: Make a copy of the claim form and your receipt(s)/invoice(s). This copy will be for your own records.

STEP 7: Attach the original receipt/invoice to the original claim form and mail it to the address listed at the bottom of page 2 of the claim form.

Questions?

- Visit http://uhip.ca/Claim for more information
- All claim inquiries can be directed to:
  Sunlife Assurance Company of Canada Toll Free: 1-866-500-UHIP (8447)
  or email at: askus@sunlife.com