How to use your Health Care Spending Account (HCSA)...

Your HCSA is a spending account funded by your employer that you can use to pay for health and dental expenses that are not covered by your group benefit plan or your provincial health plan.

Based on your group plan design, your employer deposits a set amount into your HCSA—then you use the funds for whatever eligible expenses are important to you. It's all about individual choice—enjoy all the flexibility and convenience your HCSA has to offer.

Eligible HCSA expenses

Eligible HCSA expenses include all expenses that qualify for medical expense tax credits under the Canadian Revenue Agency (CRA) Income Tax Guidelines, such as:

- Payments to medical practitioners, hospitals, orthodontics, etc.
- Artificial limbs, aids and other medical equipment
- Eyeglasses and contact lenses
- Rehabilitative therapy
- Dentures

For more information about eligible expenses, visit the CRA website at **cra-arc.gc.ca** or call toll-free **1.800.959.8281.**

Here's how to submit a HCSA claim…

1. Call our Customer Service Centre at 1.888.711.1119 to receive a claim form or visit **greenshield.ca.** If you would like a pre-filled personalized form, register for Plan Member Online Services.
2. Complete the form and sign in the appropriate spot. Remember to include your Green Shield Canada (GSC) ID number (found on your ID card). If the claim is for a dependent, include the dependent's number (also on your ID card).
3. Check that you have also included original receipts and remember to take a photocopy for your records.
4. Double-check that you have provided your full mailing address and send the form to the GSC address on the form.
5. Be sure to check your benefit plan booklet (which can be found online via GSC's Plan Member Online Services) for details on how much time you have to submit your HCSA claim.

gsc green shield canada

Reduce paperwork with HCSA automatic coordination…

You can choose to automatically coordinate the portions of your claim costs that are not covered by your group benefit plan with your HCSA. Instead of filling out HCSA claim forms, you can make a permanent selection to have unpaid balances automatically paid from your HCSA account. This is convenient for you because you won't have to fill out any additional HCSA claim forms when you or your health care provider submits your claims.

How to sign up for HCSA automatic coordination:

1. Register for full access to GSC's Plan Member Online Services.
2. Select '**Health Care Spending Account'** from the left menu.
3. Select the types of benefit you'd like to automatically coordinate with your HSCA. Remember, you can make multiple selections and change your selections at any time.
4. Click **'Save'**.

Caution: If you have access to other benefits (i.e. through your spouse's benefit plan), it is more beneficial for you to coordinate your claims with this other plan first, and then submit any remaining claims expenses manually to your HCSA using a claim form.

Making it even easier for you…

Instead of receiving your claim reimbursement by cheque, you can choose to have it deposited directly into your bank account by signing up for Direct Deposit via GSC's Plan Member Online Services. You can also check your HSCA balance and claims history online via GSC's Plan Member Online Services. Register today!

With your HCSA, it's all about you…

It supplements your group health plan by providing you with added flexibility and more ways to proactively manage your health.