



## HOW TO CLAIM DENTAL INSURANCE BENEFITS

### Electronic Dental Claim Submission / EDI:

Many Dental offices can accommodate Electronic Dental Claim Submission. Your Dental office will require you to provide your Group Contract Number and Certificate Number to complete the electronic transaction.

Ask your Dental office for more details.

### Paper Claim Submission:

- 1 Take this form to your dentist and have him/her complete the dentist's statement on the reverse side of this form.
- 2 Complete the employee statement and questionnaire. Please be sure you fully answer all questions.
- 3 Please sign and date the authorization section.
- 4 Under the co-ordination of benefits provision, if your spouse has coverage under another insurance plan, his/her charges must first be submitted under that plan. Charges for dependent children should first be submitted to the plan of the parent whose month and day of birth comes earlier in the calendar year.
- 5 Mail the completed form directly to the claims office indicated below.

## REMINDER

Proof of claim must be submitted within 120 days following the earlier of your termination of employment or the end of the calendar year in which the expense is incurred. Claims submitted after the deadline will not be considered for payment.

This form must be completed in full. Incomplete forms will be returned to you, which will delay the processing of the claim.

## MAIL THE COMPLETED FORM DIRECTLY TO THE CLAIMS OFFICE INDICATED BELOW

**Regina Benefit Payments**  
P.O. Box 4408  
Regina SK S4P 3W7  
Toll Free: 1-866-408-0213



**For the deaf or hard of hearing:**  
Toll Free: 1-800-990-6654  
Or: (204) 946-7281