SUBMIT A MEDICAL CLAIM TO CANADA LIFE / MSH INTERNATIONAL



Fill the claim form titled Public Service Health Care Plan Comprehensive Claims Incurred **Outside of Canada Claim Form**

STEP #1

Fill out the form, print and have it signed by the MEMBER.



Join receipts/invoices to your claim

STEP #2

Include ALL original & relevant receipts and medical bills. Make sure the invoice/bill has the Doctor's stamp and signature on it.

Join Proof of Payment to your claim



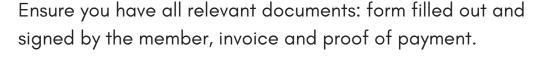


Join your proof of payment (such as bank/credit card statement) to prove you have paid for the services already. (*This is IMPORTANT, as without this proof of payment, your claim will be denied).

• Indicate the exchange rate paid on your credit card statement so that they reimburse you the same amount (especially if it's a big expense.)

Review & Submit

STEP #4





- 1) Canada Life MSH International Online Portal Comprehensive coverage or,
- 2) via email at <u>claim@pshcp-msh.ca</u> or,
- 3) or by mail to:

MSH Public Service Health Care Plan (PSHCP)

PO Box # 4903 STN A

Toronto, ON

Canada M5W 0B1

ADDITIONAL TIPS

- Whenever possible, have your invoices/receipts written in English or French, for easiest processing.
- Make a photocopy/scan of your submitted claim (all pages) before sending it by mail, to keep for your own records.
- The Canada Life mobile App does not work OUTCAN. You will only be able to view your coverage when you log into it.





