

E-CLAIMS GUIDE

Please allow 6-8 weeks from the beginning of term for the plan to be activated. During this blackout period you will not be able to make claims, so be sure to keep all of your receipts. If you are unsure about your eligibility, please contact the NAITSA Service Hub in room E131, studentplans@nait.ca or call 780-471-7730. Visit mystudentplan.ca/nait for your plan information.

STEPS FOR SUBMITTING ONLINE CLAIMS:

1

Go to www.groupnet.greatwestlife.com and click "New User"

Fill in your personal information: Plan # is 330823, ID# is your NAIT Student ID number. If you need help registering, call Great West Life at 1-800-957-9777.

2

You will need your banking information in the form of a direct deposit form or a void cheque in order to complete online claims. Please allow a few business days for Great West Life to confirm your bank info before submitting your claim.

3

Once signed in, click on Claims, Online Claim, then select the type of claim.

4

Fill in your provider's info and patient info.

Expense details – fill in what is on your receipt including date and total charges.

5

Read and agree to the terms and conditions. You may be selected for audit by Great West Life, in which case you will need to send them a picture of your prescription or receipts.

6

Wait a few business days for your claim to be processed and the reimbursement to be deposited into your bank account. You're done!

You can also download the app to submit claims on the go!

GroupNet Mobile is free on Google Play, BlackBerry App World and the App Store.



naitstudents



naitplan



yourNAITSA



naitsa.ca



naitstudents



rm e-131



NAITSA SERVICE HUB



STUDENT HEALTH AND DENTAL PLAN

Please visit the NAITSA Service Hub Coordinators located in Room E-131. We provide health and dental coverage to over 5,300 students each year, and it's our duty to assist you in completing all proper documentation (to opt-out or opt-in to the plan), and to answer all your questions. If you change programs at any time, please alert the NAITSA Service Hub Coordinators immediately to ensure your coverage eligibility has not changed.

studentplans@nait.ca | 780-471-7730 | Twitter: @naitplan | nait.ca/health-and-dental

What you need to know about the Student Health and Dental Plan:

If you are a student enrolled in a credit class that starts prior to September 30th, 2016 in the fall term, or a class that starts before January 27th, 2017 in the winter term, you are automatically assessed the fees for the Student Health and Dental plan, and are automatically enrolled in the plan! All credit students are assessed these fees, regardless of whether they are part time or full time students.

- Health Plan fee: \$113 per academic year and is charged in two payments of \$56.50 per fall and winter semester
- Dental Plan fee: \$125 per academic year and is charged in two payments of \$62.50 per fall and winter semester

This plan excludes non-credit programs, students 100% online, auditing and apprentice students. Health and Dental fees are not charged to students enrolled in spring or summer classes.

IMPORTANT! Opt-Out and Family Add-On Deadlines:

- Deadline (September Start): Friday, September 30, 2016 no later than 4:00 p.m.
- Deadline (January Start): Friday, January 27, 2017 no later than 4:00 p.m.

If you have comparable coverage through another insurance carrier (Blue Cross, Great West Life, Manulife etc.) and you would like to opt-out of the benefits, you must fill out the opt-out waiver form and provide the NAITSA Service Hub (E-131) with confirmation of comparable coverage (benefit card, previous claims, letter from insurance company or employer etc.) before the given deadline date. You may also complete the opt-out form online at mystudentplan.ca/nait. Please Note: Provincial Health Care is NOT comparable coverage.

There will be **NO EXCEPTIONS** if the deadline is missed. You will be required to pay the student Health & Dental fees. If you miss the September deadline, your next opportunity to opt-out will be the following September (no changes can be made to plan in January). If you begin your program in January and miss the January deadline, your next opportunity to opt-out would be the following September. **If you previously opted out of the plan, your opt out carries forward each subsequent year you are at NAIT.** You do not have to resubmit an opt out waiver each year.

Family Coverage

Eligible students on the plan can purchase coverage for their spouse and/or dependent(s). The student must complete a Family Add-on form and pay the additional fees prior to the above deadlines. Please call or visit our office in E-131 for more information.

Blackout Period

New eligible students will be added to the plan approximately 6-8 weeks from their program start date. During these blackout periods please keep all receipts for any eligible expenses incurred for submission to Great West Life, once the plan is activated. Please check with the NAITSA Service Hub to confirm the actual benefit plan start date, or follow us on [Twitter @naitplan](https://twitter.com/naitplan) for the go-live announcement.

For more information on what is covered by your student health and dental plan, please visit www.mystudentplan.ca/nait



naitstudents



naitsa



yourNAITSA



naitsa.ca



naitstudents



rm e-131