

Guideline to Completing the Enrollment/Change Form for CUPE 3902-Unit 2
– HCSA

The Green Shield Enrollment/Change form is a standard benefit enrollment form, with some fields pre-filled with the relevant information. This simple guide will help you fill out the relevant parts of the form quickly and easily. This form is available on-line as a “fillable pdf” document at http://www.vicu.utoronto.ca/about/hr/Employment_Policies_Collective_Agreements.htm. You can fill in the form on-line but you must still print it and sign it. We can only accept original signed Enrollment forms. You can also print a copy of the blank form and enter all the required information in the appropriate fields. Please print all information neatly in ink.

A) For New Subscribers to the CUPE 3902 – Unit 2 HCSA:

Please complete all of the following sections. Incomplete enrollment forms could delay your enrollment in the HCSA.

1) Employer Section:

- The Employer name, client code and billing division information are pre-printed.
- In the Employee ID # box, please enter your Victoria University Personnel #. If you don't know your Personnel #, please contact David Spindler, Payroll Accountant in the Bursar's Office at david.spindler@utoronto.ca.

2) Transaction Type:

- All new CUPE 3092 HCSA subscribers should check off the **New Subscriber** box
- Enter your date of appointment to your position in the current academic year (September 1 to August 31).

3) Comments Section – leave this area blank

4) Subscriber Information:

- Surname – Enter your last name exactly as you have provided to the payroll department
- Legal First Name – Enter your legal first name. If you have a common first name that may be used in submitting claims, please include this name as well, separated by a comma after your legal first name (example - if your legal name is Robert, and you often use Bob, you should enter Robert, Bob).
- Birthdate – Enter your complete birthdate in the form year, month, day (yyyy-mm-dd)
- Gender – check off male or female
- Employee ID # - you have already entered this in #1, but please re-enter the number here
- Employment Date – enter start date of employment in your position (yyyy-mm-dd)
- Coverage – if you have dependants who will be included, please check off family.
- Employment Province – enter Ontario
- Employment Status – check off Active
- Language – please choose one

- Mailing Address – please complete this section carefully and completely. Green Shield will mail your subscriber card to this address and any subsequent reimbursement cheques or correspondence from Green Shield will be sent to this same address.

5) Dependant Information:

- If you are adding a spouse/partner for claims from your HCSA, check off the “Add” box, and enter the complete information on the first line. Complete information is needed to ensure claims can be processed properly when submitted. If your dependant is not registered, claims for eligible expenses will be rejected.
- If you are adding dependent children, please use lines 2 through 5.
- Co-ordination of benefits – you can leave this section blank.

6) Signature and Date section:

- Green Shield requires this section to be dated and signed by the employee before there can be any coverage under this plan. This section authorizes the University and Green Shield Canada to share eligibility information only, such as the amount to be allocated in your HCSA. Green Shield Canada is governed by privacy legislation and cannot share or provide any information to the University or a third party regarding your medical condition, treatment or detailed claims information without your prior authorization.

Once you have completed the enrollment form, please send it (or drop it off) to:

David Spindler, Payroll Accountant
Bursar’s Office
Victoria University
Northrop Frye Hall, Room 116
73 Queen’s Park Cres.,
Toronto ON M5S 1K7

Do not send your enrollment form directly to Green Shield Canada or fax the signed form. The Bursar’s Office must review each enrollment form and initial the form before sending to Green Shield Canada.

You are done! After you send your completed and signed form to the Bursar’s Office, you should receive your subscriber card from Green Shield in the mail in about 6 weeks. Once you have received your card, you can start submitting claims to your HCSA.

B) Adding a dependant after initial enrollment

Once you have received your subscriber card, you can add a dependant at any time during the academic year by completing another enrollment form as above, except that you should check the “Add Dependant” box in the Transaction Type section.

Any questions regarding completion of this form? Email david.spindler@utoronto.ca.

HR
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