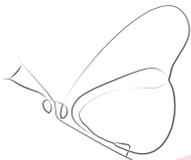


Innis College

Reimbursement Guide

Read me for information on
how to file a claim through
Student Care Insurance





Important to Know

Seeing a therapist in private practice means you will first pay for your session, and then submit your receipt for reimbursement. On this receipt, the information that will be needed for insurance purposes is: therapist's name, their license/ registration information, the length of the session, date, and form of payment.

Part-Time Students

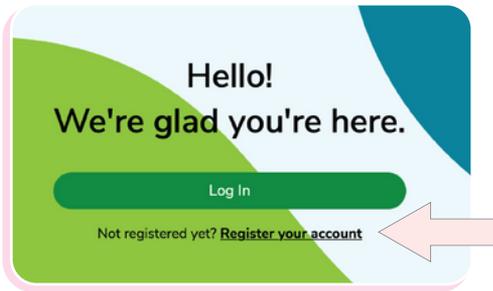
Visit <https://apus.ca/health/> for information that pertains to you. (things are slightly different).

Full-Time Students

If you have not opted out of benefits, then you have access to \$1500 for mental health benefits over the calendar year (from sept 1 to aug 31). This translates to \$100 per hour for up to 15 sessions. If your session costs more than \$100, that extra amount will not be reimbursed unless you have extra insurance through another source (For example, if your session was \$125, you will be reimbursed \$100). All the information in this guide can also be found at studentcare.ca

How to Submit a Claim:

1. Go to <https://gsceverywhere.ca/login>



2. If you have not made one already, click on “Register your account.”

3. Your member ID necessary to register is “UTS” + your student number (e.g. UTS11122233). Fill out the rest of the form and click “Next” at the bottom of the page.

Register Your Account

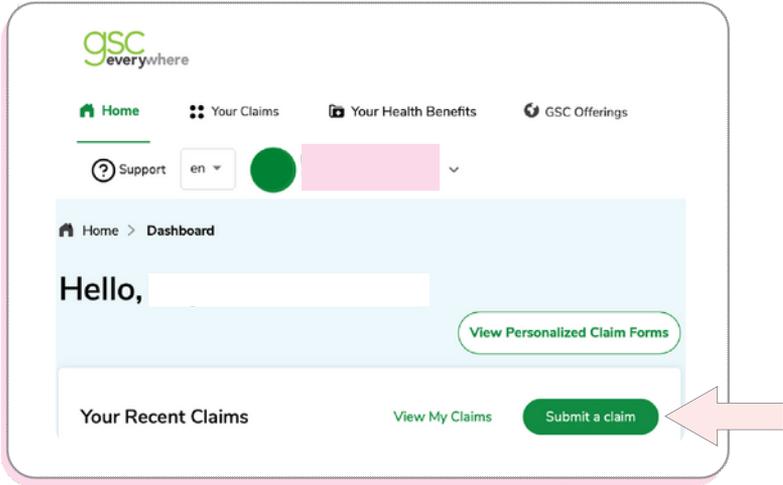
Your member ID

Your date of birth

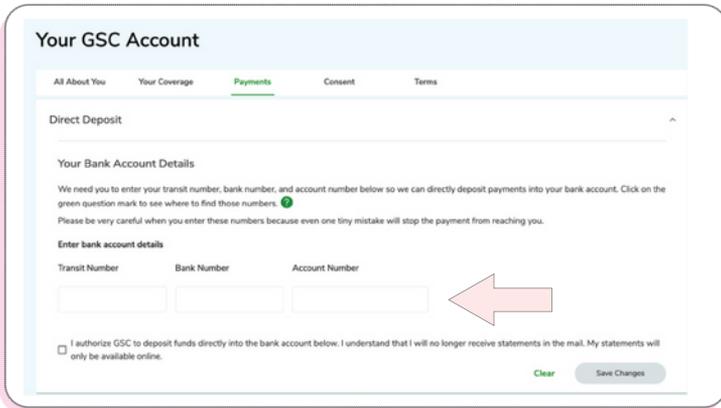
Number of other people (dependents) on your plan.
Enter "0" if you have no dependents.

Please confirm the date of birth of one of your dependents

4. Once you have created your account, click on the “Submit a claim” button on the right side under “Your Recent Claim.”



5. Enter your banking information, including your transit number (5 digits), bank/institution number (3 digits), and your account number (7-12 digits). You can find this information on the bottom of a cheque or by logging into your bank account online. If you have trouble finding it, contact your bank to request.





6. Search for the service or item you want to submit a claim for. Then type in either your health care provider's first and last name or the phone number of your provider's office in the section below.

Here we go...

What is this claim for?

Need help? [Click here to watch a video](#)

Look up your health provider by name or phone number:

^

7. Once you have selected your provider, fill out the questions as they pertain to you. Check the receipt you received from your provider for information about your claim (date and amount).

We're Taking Names...

Questions We Have To Ask

Is | covered under another benefits plan? Y N

Is this claim related to a motor vehicle accident or an open case with the Workers' Compensation Plan in your province? Y N

More About Your Claim

Treatment Type:

Treatment Date:

Total Amount:

8. Confirm that your information is correct, read “The Legal Stuff” section and check off the box, and press submit once you are ready.

your province?

More About Your Claim [Edit](#)

Service 1

Treatment Type:

Treatment Date: Oct 13, 2021

Total Amount: \$150.00

The legal stuff:

I confirm that all of the information above is accurate and ready to be submitted to Green Shield Canada.

I understand that submitting a fraudulent claim is a criminal act, and will result in the notification of my employer, the suspension of my benefits, and an escalation to the appropriate legal and/or law enforcement agency.

If selected for audit, I authorize the exchange of information between Green Shield Canada and other parties, including but not limited to health practitioners, medical device providers and insurers, as required, and only when the information is needed to administer benefit claims and/or confirm the accuracy of the claim(s) information submitted on behalf of myself, my spouse and/or my dependents.

[< Previous Step](#) [Submit](#)

Looking to Contact Green Shield Canada?

Call Customer Service Centre (Mon to Fri, 8:30 am - 8:30 pm EST) at OR Email **+1 (888) 711-1119**
customer.service@greenshield.ca

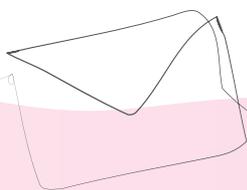


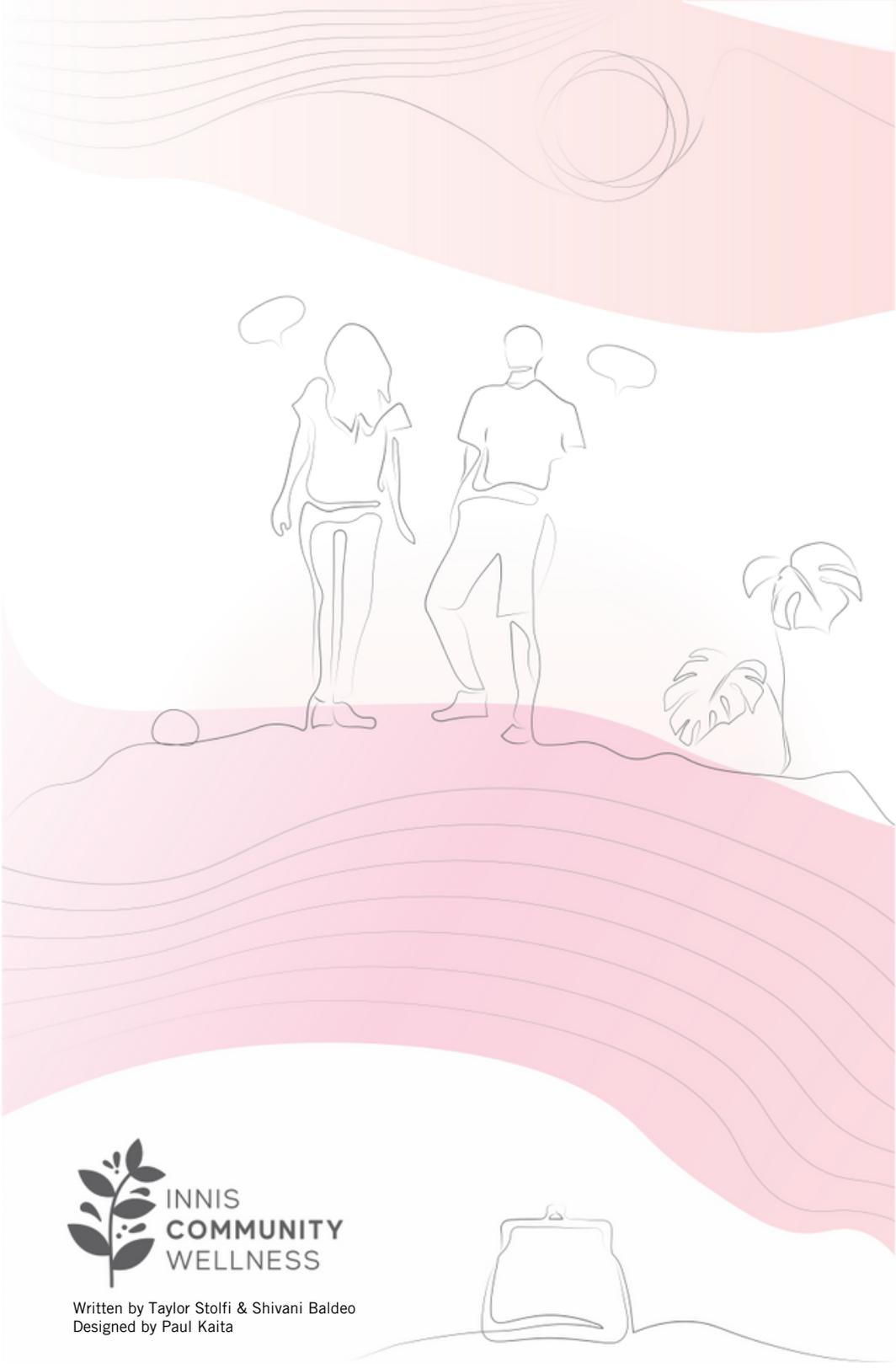
Fun Fact: your student insurance also covers expenses such as physiotherapists, chiropractors, prescription drugs, on so on. You can check what is covered and the amount covered here:

<https://www.studentcare.ca/coveragemanager/summary/88-en.html>

Running out of funds in your studentcare insurance? There may be other options for funding support, such as bursaries or awards.

If you have questions or to learn more, email
Daina, our Innis College Assistant Dean,
Community Wellness at daina.zweig@utoronto.ca





**INNIS
COMMUNITY
WELLNESS**

Written by Taylor Stolfi & Shivani Baldeo
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