 <p style="text-align: center;">INSURANCES</p>	<p style="text-align: center;">Human Resource Manual</p>
<p style="text-align: center;">Public Service Health Care Plan (PSHCP)</p>	<p style="text-align: center;">Section 1601</p>

**PUBLIC SERVICE HEALTH CARE PLAN
(PSHCP formerly GSMIP)**

PURPOSE

1. The Government provides an optional supplementary health care plan.

APPLICATION

2. These guidelines and procedures apply to all employees, except the following:
 - casual employees with less than **six** months continuous service; and
 - term employees with less than **six** months continuous service.

DEFINITIONS


3. **Supplementary Health Care** means to supplement other benefits. For the purposes of this section, other benefits will mean the Territorial Health Care Plan.

PROVISIONS

4. Participation, including the level of coverage, is optional for all employees except senior managers who must take benefit level III.
5. All premiums are deducted from pay.
6. Information on PSHCP is available in Compensation and Benefits, Department of Finance.
7. Claims must be made no later than six months from the end of the year, in which expenses were incurred.

Enrolment

8. An employee decides what, if any, coverage is wanted during documentation and completes the necessary forms.
9. The Compensation and Benefits Division enrolls eligible employees.

 <p style="text-align: center;">INSURANCES</p>	<p style="text-align: center;">Human Resource Manual</p>
<p style="text-align: center;">Public Service Health Care Plan (PSHCP)</p>	<p style="text-align: center;">Section 1601</p>

Making a Claim

10. Employees obtain receipts for all medical services.

11. Employees send claims along with receipts, to:

Public Service Health Care Plan
Sun Life of Canada
PO Box 9601, CSC-T
Health Claims Office
OTTAWA ON K1G 6A1
Telephone 1-888-757-7427

12. The claim is reimbursed and sent to the employee.

13. The employee must make appeals to questionable or denied claims directly to:

The Secretary
Board of Management of the PSHCP
c/o The National Joint Council
P.O. Box 1525
OTTAWA ON K1A 5V2

AUTHORITIES AND REFERENCES

14. The Public Service Health Care Plan Booklet

15. Insurance Administration Manuals

Chapter 2, PSHCP

CONTACTS

16. For further information or clarification, please contact:

**Director Compensation and Benefits
Department of Finance
Iqaluit, Nunavut
975-5881**