



Plumbers Local 170 Welfare & Pension Plan

#203 – 1658 Foster’s Way, Delta, BC, V3M 6S6

Phone: 604-526-3434 Fax: 604-526-6343



BC – MEDICAL SERVICE PLAN REIMBURSEMENT CHECKLIST

Union members with employer paid health coverage may make a claim for expenses paid to BC - Medical Service Plan. Please check for the following conditions before submitting a claim for reimbursement.

- ___ The member must provide proof that the **bill is addressed to the member’s name** and not in any other name.

- ___ The member must provide **proof of billing details**, including the monthly premium amounts and what months are being paid and what type of coverage is being paid (whether single, couple or family rates apply). The Medical Services Plan Invoice provides all of this information. Please provide a copy of **both the top and bottom** portion of the invoice.

- ___ The member must provide **proof that the bill is paid**, ie. Bankteller’s Stamp on the bill, an Automated Teller Machine Receipt, Computer Confirmation Printout of an internet payment, a cleared cheque image (front & back), or monthly bank statement, or a billing statement from BC - MSP indicating that the payment was received.

- ___ The member must **submit the expense claims** no later than June 30th of the following year. The member may submit the claims to the above address in person, by mail or by fax. **Late submissions will not be reimbursed.**

SUGGESTIONS

For those wishing to expedite and simplify the process, our recommendations are for the member to **pay 3 months** of premiums at a time, so that payments are coordinated for 4 times a year, rather than on a month to month basis.

After paying for a bill in full, then **submit the bill, along with the proof of payment** so that the expense can be reimbursed promptly. A reimbursement cheque for 100% of the bill and payment will be issued from this office to the member before the next bill payment is due.

For those using a pre-authorized payment plan to BC-MSP, a confirmation letter from the Revenue Services of BC showing the monthly payment history would be sufficient to show the payer’s name, the billing month, the premium billed, and the payment received. **If you have lost** any documentation required, please contact the **Customer Service for BC-MSP at 1-866-361-5050** to request a confirmation letter advising of the billing and payment history, which you may then submit to this office for review.