

Guideline to Completing the HCSA Enrolment/Change Form

The Green Shield Enrolment/Change form is a standard benefit enrolment 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 by downloading the form [here](#). You can fill in the form on-line but you must still print it and sign it. We can only accept original signed enrolment 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 3 HCSA:

Please complete all of the following sections. Incomplete enrolment forms could delay your enrolment 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 University of Toronto Personnel #. If you don't know your Personnel #, please contact your Department Business Officer.

2) Transaction Type:

All new CUPE 3092 HCSA subscribers should check off the New Subscriber box. Enter your date of appointment to your Sessional Lecturer 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 your Department Business Officer

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 as a Sessional Lecturer (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 enrolment form, please send it (or drop it off) to:

HCSA - Benefits Administration, Human Resources Department, University of Toronto, 215 Huron Street – 8th Floor, Toronto, Ontario, M5S 1A2

Do NOT send your enrolment form directly to Green Shield Canada or fax the signed form.

The Benefits Administration office must review each enrolment form and initial the form before sending to Green Shield Canada.

You are done! After you send your completed and signed form to the Benefits Administration 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 enrolment

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