BOILERMAKERS' NATIONAL BENEFIT FUNDS (CANADA)

Administration Office
2255 Sheppard Ave. E, Atria 1, Suite 201, Toronto, ON M2J 4Y1
Tel: 905-946-2530 • Fax: 905-946-2535

Administration Office
15220-114 Avenue, Edmonton, AB T5M 2Z2
Tel: 780-455-3502 • Fax: 780-488-7423

Boilermakers' National Pension Fund (Canada) Plan Registration Number 0366708 and Boilermakers' National Health Fund (Canada)

Using your Health Care Spending Account (HCSA)

What is a HCSA?

As a **Temporary Foreign Worker**, your HCSA is a spending account funded by contributions from your employers. The Plan deposits the employer contributions into your HCSA so that you can use the funds for eligible health care expenses.

Your HCSA information

The Plan Administration Office will send a notice to you once you have a balance in your HCSA. This notice will include your Plan Member ID number, which is needed to sign up for GreenShield.

Eligible HCSA Expenses

Eligible HCSA expenses include all expenses that qualify for the medical expense tax credit under the Canada Revenue Agency (CRA) Income Tax Guidelines.

Eligible expenses include dental care, massage therapy, chiropractor, prescription drugs, semi-private or private hospital room charges, eyeglasses, and contact lenses

For more information about eligible expenses, visit the CRA website here or call toll-free 1-800-959-8281.

Submitting a HCSA Claim on GreenShield

1. Open the 'Claims and Benefits' page
2. Select 'Health Care Spending Account' under "What is This Claim For?"
3. Follow the steps to enter your claim details.

If you need help, view the tutorial on this page: boilermakersbenefits.ca/news/gsc-videos or contact the Plan Administration Office.

Keep in Mind

- Your HCSA balance does not expire. It is rolled over every year until fully used.
- To submit a claim on GreenShield, you will need to provide your banking information for direct deposit.
- Some amounts are not eligible for reimbursement, for example, sales tax or shipping and handling fees, so deduct them from the total before submitting your claim online.
- Expenses paid with a gift card or certificate are not eligible for reimbursement.
- When completing your claim details, double-check that all information is entered correctly. For example, when entering coordination of benefits information, be sure to accurately copy the amounts shown on the benefits statement from the other carrier.
- If you want to claim several expenses of the same type of benefit (for example, 5 different prescription drug copayments), submit them all in 1 claim but enter the details of each expense on a separate line.

Need Help?

Contact the Plan Administration Office via

- Email: medical@boilermakersbenefits.ca
- Phone: 1-800-668-7547