

Reminders!!

Issue 19
Spring 2019

All claim expenses, including cost plus expenses, incurred between January 1 and December 31, 2018, should be submitted as soon as possible, but no later than 3 months into the new calendar year (March 31, 2019). Claims received after March 31, 2019 for 2018 expenses will be declined.

If you require updated forms, additional benefit booklets, or new employee benefit cards, please email melony@probenefitsinc.ca

Our office hours at ProBenefits Inc are Monday – Friday, 8:30am – 4:30pm, closed for lunch between noon – 1:00pm.

Our mobile app “**My Health Benefits**” is now available for download on Apple and Android phones!

Group Benefits

Delisted Providers – A delisted provider list is attached. Plan Administrators - please ensure employees are aware of the list. ProBenefits Inc will no longer reimburse any claims received from these providers.

Salary Updates

If your policy has Life and/or Disability coverage, earnings information is required on the applications upon submission. Any updates to salaries throughout the year can be sent to our office.

Pre-Authorized Debit - All payments are scheduled to come out on the 10th of the month or next business day. Contact our office to start today!

Do employees require additional coverage?

Our office can assist your employees with applying for individual life and/or critical illness insurance if they want extra coverage. Contact Bill Sommer for a quote. bill@mainstreetalberta.com

Copy Your Receipts!

Be sure to take copies of all receipts before submitting claims. If you coordinate benefits with a spousal plan, your secondary carrier may request the copies along with an Explanation of Benefits (EOB) from your primary carrier. Or in the event a claim gets lost in the mail, etc.



ProBenefits Inc.

employer benefit solutions

#8, 4402 – 37 Street, Stony Plain, AB T7Z 2A9

Ph. 780 963 5230 Toll Free 800 375 3360

Fax 780 963 0982

www.probenefitsinc.ca

Affiliated with Main Street Financial

When submitting benefit claim forms for assessment, be sure to fill in forms **completely**. Incomplete forms will be returned to you for completion, which will result in delay of benefit claim