DENTAL CLAIM FORM

PART 1 - TO BE COMPLETED BY DENTIST

PATIENT

LAST NAME | FIRST NAME

ADDRESS | APT.

CITY | PROV. | POSTAL CODE

DENTIST

UNIQUE NO. | SPEC. | PATIENT'S OFFICE ACCOUNT NO.

PHONE NUMBER

I HEREBY ASSIGN MY BENEFITS PAYABLE FROM THIS CLAIM TO THE NAMED DENTIST AND AUTHORIZE PAYMENT DIRECTLY TO HIM/HER.

SIGNATURE OF PLAN MEMBER

FOR DENTIST'S USE ONLY, FOR ADDITIONAL INFORMATION, DIAGNOSIS, PROCEDURES, OR SPECIAL CONSIDERATION.

DUPLICATE FORM ☐

I UNDERSTAND THAT THE FEES LISTED IN THIS CLAIM MAY NOT BE COVERED BY OR MAY EXCEED MY POLICY BENEFITS. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE TO MY DENTIST FOR THE ENTIRE COST OF THE TREATMENT.

I ACKNOWLEDGE THAT THE TOTAL FEE OF $ _____ IS ACCURATE AND HAS BEEN CHARGED TO ME FOR SERVICES RENDERED. I AUTHORIZE RELEASE OF THE INFORMATION CONTAINED IN THIS CLAIM FORM TO MY INSURANCE COMPANY/PLAN ADMINISTRATOR.

SIGNATURE OF PATIENT (PARENT/GUARDIAN)

OFFICE VERIFICATION / DENTIST'S SIGNATURE

DATE OF SERVICE Y	M	D	PROCEDURE CODE	INT. TOOTH CODE	TOOTH SURFACES OR UNITS	DENTIST'S FEE	LABORATORY CHARGE	TOTAL CHARGES

THIS IS AN ACCURATE STATEMENT OF SERVICES PERFORMED AND THE TOTAL FEE DUE AND PAYABLE, E. & OE.

TOTAL FEE SUBMITTED

INSTRUCTIONS

1. Have your dentist complete part 1.
2. Complete all questions in part 2.
3. Send form to **Coughlin & Associates Ltd.**

Send all claims and inquiries to:

COUGHLIN
employee benefits specialists
Coughlin & Associates Ltd. is a People Corporation company

Mailing Address:
PO Box 3517 Station C
Ottawa ON K1Y 4H5

Tel.:
613-231-8540
1-877-768-3378

Street Address:
466 Tremblay Road
Ottawa ON K1G 3R1

E-mail:
ottclaims@coughlin.ca

Fax:
613-231-6180

www.coughlin.ca

PART 2 - TO BE COMPLETED BY PLAN MEMBER

GROUP OR EMPLOYER

PLAN MEMBER'S FULL NAME

PERSONAL IDENTIFICATION NUMBER (P.I.N.)

LANGUAGE PREFERENCE ☐ ENGLISH ☐ FRENCH | TELEPHONE NUMBER

PLAN MEMBER'S ADDRESS | APT.

CITY | PROVINCE

POSTAL CODE | DATE OF BIRTH YEAR MONTH DAY

1. IS THIS CLAIM DUE TO AN ACCIDENT? YES ☐ NO ☐

DATE OF ACCIDENT _____

IF "YES" ATTACH DETAILS OF THE ACCIDENT.

2. IF TREATMENT INVOLVES THE PLACEMENT OF A CROWN / BRIDGE OR DENTURE.

IS THIS THE INITIAL PLACEMENT? UPPER YES ☐ NO ☐ LOWER YES ☐ NO ☐

IF "NO", GIVE THE DATE OF PRIOR PLACEMENT AND ATTACH AN EXPLANATION.

YEAR MONTH DAY

Are any dental benefits or services provided under any other group insurance or dental plan, Worker's Compensation or government plan?

Yes ☐ **No** ☐

If **yes,** indicate member under other plan: If spouse indicate: Self ☐ Spouse ☐

Name _____ DOB Year Month Day

Name of other insuring agency or plan _____

Policy No. _____ P.I.N. _____

N.B. **For coordination of benefits,** children must claim under the plan of parent with the earlier day and month of birth in the calendar year.

COMPLETE ONLY IF CLAIM IS FOR A DEPENDENT

DEPENDENT'S LAST NAME | FIRST NAME

DATE OF BIRTH Year Month Day | RELATIONSHIP TO PLAN MEMBER

If this claim is for a dependent child age 21 or over, what was the date the child last attended school on a full time basis? Year Month Day

Name of school _____

I authorize Coughlin & Associates Ltd. ("Coughlin") to collect, use, maintain and disclose my personal information with the following persons, organizations or parties: health care providers; companies affiliated with Coughlin; financial institutions; government agencies; insurance companies and their reinsurers and/or service providers; employers or former employers; my local union and auditors; and the plan administrator Coughlin for the purposes of group benefits plan administration, audit, assessment, investigation, claim management, underwriting and for determining plan eligibility. When providing personal information for my spouse and/or dependants, I confirm that I am authorized to act on their behalf. I agree that a photocopy or electronic copy of this Authorizations & Declarations section is as valid as the original. I certify that the information given is true, correct and complete to the best of my knowledge.

DATE _____ **PLAN MEMBER'S SIGNATURE** _____

09/05/2017.dentalcl.cdr

Protecting your personal information The administrator of your group benefit plan is Coughlin & Associates Ltd. At Coughlin, we recognize and respect every individual's right to privacy. When personal information is provided to us, we establish a confidential file that is kept in the offices of Coughlin, or the offices of an organization authorized by Coughlin. We use the information to administer the group benefit plan. We limit access to information in your file to Coughlin staff or persons authorized by Coughlin who require it to perform their duties, to persons to whom you have granted access, and to persons authorized by law.