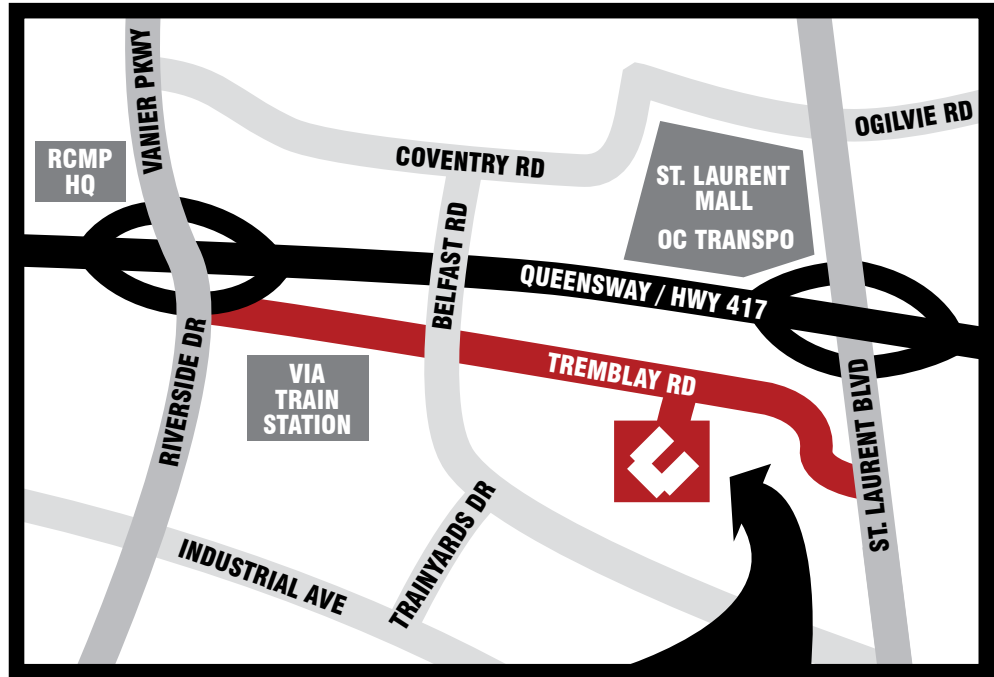


head office
street address
 466 Tremblay Road
 Ottawa, ON K1G 3R1
mailing address
 P.O. Box 3517, Stn C
 Ottawa, ON K1Y 4H5
tel: 613-231-2266
 1-888-613-1234
fax: 613-231-2345

western branch
street address
 1403 Kenaston Boulevard
 Winnipeg, MB R3P 2T5
mailing address
 P.O. Box 764
 Winnipeg, MB R3C 2L4
tel: (204) 942-4438
 1-888-204-1234
fax: (204) 943-5998

webmaster@coughlin.ca

www.coughlin.ca



Medical and dental claims

Claims forms are available at the reception desk. They are also available on our website, www.coughlin.ca.

1. Mail your claim

It will be processed within two business days of receipt.

2. Fax your dental claim

It will be processed within two business days of receipt (dental claims only).

3. Use our walk-in claims service

Your claim will be processed while you wait (usually in less than 30 minutes).

4. Send dental claims electronically from your dental office

Be sure to use the following identification numbers: 610105 on the Emergis network and your unique employee identification number. Claims will be processed within two business days of receipt.

5. Direct deposit

Your claim reimbursement can now be deposited directly to your bank account. To enrol, just click on the link to the Pre-authorized Deposit form at www.coughlin.ca. Then, complete and sign the form and return it to Coughlin.

Directions & parking

Coming from the EAST on Highway 417

- Take the St. Laurent Blvd exit.
- Continue on the St. Laurent Blvd south lane.
- Turn left onto St. Laurent Blvd.
- Turn right onto Tremblay Road.
- Enter through the main entrance at 466 Tremblay Road.
- Park at the **front** of the building.

Coming from the WEST on Highway 417

- Take the Riverside Drive exit.
- Drive straight, onto Tremblay Road.
- Continue east, past Belfast Road.
- Enter through the main entrance at 466 Tremblay Road.
- Park at the **front** of the building.

Parking

- Park in the visitors' parking area at the **front** of the building.
- Parking for those with disabilities is available at the **front** of the main entrance to the building.