

**Sponsor Information**

This form must be completed in full to avoid delay in assessing the claim. Once we have all the required information and it has been reviewed, we will notify the claimant in writing, regarding plan coverage. Please ensure all fields are completed in pen using blue ink.

**Part 1: Patient Information****(to be completed in full by the claimant)**

Patient name \_\_\_\_\_ Date of Birth: (dd/mm/yyyy) \_\_\_\_\_

Day time phone number (\_\_\_\_) \_\_\_\_\_

Alternate phone number (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

Group Number \_\_\_\_\_ Certificate Number \_\_\_\_\_

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

Yes  No  if yes, what is the name of the other insurance agency?**Part 2: Provincial Home Care Services****(to be completed in full by the claimant)**

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

Have you contacted the provincial plan: Yes  No *If Yes, complete parts 2A and 2B.**If no, why?*

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## **Part 2A: Provincial Allocation by service**

**(to be completed in full by the claimant)**

Date of nursing assessment: \_\_\_\_\_

Date of next assessment: \_\_\_\_\_

Please indicate what type of home care involvement has been approved by the province including the amount of time below.

### **RN (registered nurse)**

How many hours per day \_\_\_\_\_

How many days per week \_\_\_\_\_

### **LPN/RPN (licensed practical nurse/registered practical nurse)**

How many hours per day \_\_\_\_\_

How many days per week \_\_\_\_\_

### **PSW (personal support worker)**

How many hours per day \_\_\_\_\_

How many days per week \_\_\_\_\_

Other provincial medical allocation (if any) \_\_\_\_\_

Case Manager \_\_\_\_\_

Phone Number : (\_\_\_\_) \_\_\_\_\_

## **Part 2B: Nursing care information**

**(to be completed by nursing agency/facility)**

Name of nursing care facility/ agency: \_\_\_\_\_

Address: \_\_\_\_\_

RN (registered nurse) cost per hour: \_\_\_\_\_

LPN/RPN (licensed practical nurse/registered practical nurse) cost per hour: \_\_\_\_\_

PSW (personal support worker) cost per hour: \_\_\_\_\_

Proposed date services would commence: \_\_\_\_\_

\*\*All nursing care providers must be licensed and in good standing in the province that they are practicing\*\*

## **Part 3: Current Medical Information**

**(to be completed in full by physician)**

Physician name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_

Fax number: (\_\_\_\_) \_\_\_\_\_

Physician Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Physician stamp:

Diagnosis: \_\_\_\_\_

History of medical condition: \_\_\_\_\_

Prognosis: \_\_\_\_\_

Reason nursing care is required and specific functions: \_\_\_\_\_

Condition:      Acute               Chronic               Palliative

Condition:      Unstable/Unpredictable              Stable/Predictable      \_\_\_\_\_

Level of care recommended if any:      RN               RPN/LPN

Length of time nursing care required: \_\_\_\_\_

Nursing services to be performed:      In Home               Out of Home\*

\*If out of home, please specify: \_\_\_\_\_

**Part 4: Authorization****(to be completed in full by the claimant)**

I certify that the above information is true and complete and that the above charges were for goods and services received by me, my spouse or my eligible dependents. I certify that I am authorized to disclose and receive information about my spouse and/or dependents for purposes of assessing and paying a benefit if any. If I am submitting personal information about myself and/or my spouse and/or dependents, I acknowledge that I/he/she/we/they have reviewed and consent to the Disclaimer and Privacy Policy (<https://www.claimsecure.com/privacy/>). I acknowledge that unless assigned to the service provider, any reimbursement of the above charges and explanation of such amounts paid will be provided to the benefit plan member. I authorize ClaimSecure, healthcare professionals, insurers, administrators of government or other benefit plans, and other service providers working with ClaimSecure to exchange necessary information regarding this claim to administer my health benefit plan. I understand and agree that ClaimSecure will conduct audits of claims submitted by me for purposes including, but not limited to, preventing and detecting fraud. I authorize ClaimSecure, and persons acting for ClaimSecure, to disclose this claim, or any personal information contained in this claim, to the benefit plan sponsor/employer for the purposes of reporting fraud suspicious claims. I am aware that under certain circumstances permitted by law, ClaimSecure, or persons acting on its behalf, may be required or permitted to disclose this claim, and the information contained in this claim, including personal information, to others without my knowledge or consent, or the consent of the individual to whom the information relates. In all other circumstances, ClaimSecure will only disclose such personal information in accordance with ClaimSecure's Privacy Policy (<https://www.claimsecure.com/privacy/>). We may revise this Disclaimer from time to time, and will post the most current version on our website at <https://www.claimsecure.com/>. Please check back from time to time to ensure that you are aware of any changes and are using the most recent version of the Disclaimer. We will indicate at the top of the page the date this Disclaimer was last revised. Your continued use of our services after any such changes constitutes your acceptance of the Disclaimer as revised.

Plan member name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please complete and return with supporting documentation:**

ClaimSecure, P.O. Box 6500 Station "A", Sudbury, Ontario P3A 5N5

Fax: 1-866-613-0530

Email: [service@claimsecure.com](mailto:service@claimsecure.com)**\*\*\*Note: Do not staple or tape receipts to the claim form\*\***