

UBC :: Health Spending Account (HSA) for M&P - January 1, 2011

January 17, 19, & 26

February 11

2011

HSA Information Sessions

Revised February 9-2011



TODAY'S PRESENTATION

- Background
- What is a Health Spending Account (HSA)?
- What is eligible for the HSA?
- What is not eligible for the HSA?
- Who is covered under the HSA?
- How does the HSA work?
- How to submit claims?
- Who can I contact for further questions?

- Questions

Background



Background

- During bargaining this past spring, options on how to utilize the existing surplus under the 1% benefit accord were discussed
- Health Spending Account was preferred as it provided flexibility for the employee in how to spend the benefit dollars available as well as provide protection from inflationary cost pressures
 - HSA is available for a two-year period starting January 1, 2011 and ending December 31, 2012
- Plan set-up as credit carry-forward, whereby unused credits may be carry forward one year
 - Requirement of Canada Revenue Agency to choose either credit carry forward or expense carry forward on plan set-up, but can't be both features.

What is a Health Spending Account (HSA)?



What is a Health Spending Account (HSA)?

- It is an additional benefit that provides greater spending power for employee
- UBC allocates pre-determined credits to the HSA which are non-taxable to the employee
- Employee chooses how to use their HSA credits
- Credits are then used to pay for a wide variety of health and dental care expenses as outlined by the federal Income Tax Act & not covered under extended health and dental plans
- Able to claim for expanded list of dependents with proof that these individuals are financially dependent on employee per ITA
- Credit carry-forward provision

What is the HSA benefit for M&P?

- Effective January 1, 2011, \$125 in HSA credits per year will be automatically allocated to each M&P employee enrolled in extended health plan on January 1, 2011 and January 1, 2012
 - Available to the employee only; however, employee can use their HSA credits towards claims for their eligible dependents
- The maximum carry-over of unused credits is one year
 - For example, if \$50 is unused at end of 2011, it can be carried over to 2012
 - No carry forward after December 31, 2012 as HSA ends on this date.
- Can only claim under HSA for claims incurred while covered under HSA
- If M&P employee leaves UBC or does not maintain their extended health plan during an unpaid leave, employee has 90 days to claim expenses incurred on or before their end-date of coverage
 - For example, if employee goes on unpaid leave from April 1, 2011 to May 31, 2011, and employee does not maintain extended health premiums, employee is unable to submit claims to the HSA (as well as extended health plan) for any claims incurred during that period. Coverage will be reinstated upon return to work.

What is eligible under the HSA?



What is eligible under the HSA?

- Deductibles or Any percentages that are paid by the employee
 - ie. Extended health plan reimburses 80% for prescription drug, can claim the remaining 20% to the HSA
 - ie. Extended health has \$25 annual deductible, can claim this under HSA
- Amounts in excess of plan maximums
 - ie. Extended health limit for massage/physio is \$750 combined per calendar year, amounts exceeding the maximum can be applied to HSA up to maximum HSA credits
- Expenses that qualify for medical expense tax credits under the ITA
 - examples: prescription drugs, vision care, medical practitioners, dental services, attendant care, hospital and other facilities, devices, supplies and equipment, diagnostic procedures, rehabilitative therapy, transportation and travel expenses, other.
 - Detailed list available on CRA website: <http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/Ins300-350/330/llwbl-eng.html> or Sun Life Plan Member website: <http://www.mysunlife.ca>
- **Tip:** to utilize your HSA effectively, coordinate your claim with your spouse's plan first (or any other group plan you are covered under) before claiming any unpaid amounts to the HSA.

What is not eligible under the HSA?



What is not eligible under the HSA?

- Items that don't qualify:
 - Non-prescription medication
 - Fitness club fees
 - Home gym equipment
 - Books about health and wellness

CRA link to list of non-eligible expenses:

<http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/Ins300-350/330/ntllwbl-eng.html>

Who is covered under the HSA?



Who is covered under the HSA?

Employees can allocate all or a portion of their \$125 HSA credits to pay for extended health or dental expenses for the following dependents:

- Same as those under extended health plan: same sex or opposite sex spouse, common-law partner, dependent children under age 19, or between age 19 and 25 if in full-time attendance at a school or university;
- **And**, for extended family members as long as they qualify for dependents under the federal Income Tax Act.
 - You or your spouse's or common-law partner's child, or grandchild; or your or your spouse's or common-law partner's parent, grandparent, brother, sister, aunt, uncle, niece, or nephew who was a resident of Canada at any time in the year.
 - Must be dependent on the employee for financial support

How does the HSA work?



How does it work?

- Annual credit of \$125 allocated into employee's account on January 1, 2011 and January 1, 2012
- Sun Life administers the HSA benefit
- Submit HSA claims for eligible health or dental expenses to Sun Life at any time during the benefit year
 - The HSA benefit year is from January 1 to December 31

Credits and Claiming

- Carry forward unused credits one year to pay for following year's expenses
- Credits carried forward and unused at end of second benefit year are lost
- Submit claims up to 90 days after the end of the benefit year

Credits and Claiming

Year 1 - 2011

Activity	Date	Transaction Amount	HSA Balance
Credit Allocation – Year 1	January 1, 2011	\$125	\$125
Claim #1	February 1, 2011	-\$25	\$100
Claim #2	November 1, 2011	-\$30	\$70
	December 31, 2011		\$70 carry-forward
Credit Allocation – Year 2	January 1, 2012	\$125	\$195

Carry forward credits one year

**\$195 = \$70 from 2011
plus \$125 new credits**

Credits and Claiming

Year 2 - 2012

Activity	Date	Transaction Amount	HSA Balance
Credit Allocation – 2012 (Year 2)	January 1, 2012	\$70	\$125 + \$70 from 2011 = \$195
Claim #1	October 1, 2012	-\$120	\$75
Claim #2	November 1, 2012	-\$25	\$50
End of HSA	December 31, 2012		\$50

Employee has 90 days from December 31, 2012 to claim for expenses incurred between January 1 – December 31, 2012

How to make claims?



How to Make Claims?

Online through Plan Member Services (www.mysunlife.ca)

- If expense type is on drop-down menu and under \$1,000
- Submit a claim to your UBC extended health and dental care plan first, then submit a HSA claim for any unpaid balance - two submissions needed
 - Keep receipts for 12 months

By Mail

- Use new combined claim forms for extended health + HSA or dental plan + HSA (remember to complete Part 3 of the new form)
 - Use paper claim form for dependents not on your regular extended health plans.
- Forms available on the Sun Life Plan Member Services website or HR Benefits website

Electronic paid claims - Submit unpaid amounts from drug or electronic dental claims to HSA (online or by mail)

View HSA balance , what claims have been paid and when, & determine eligible expense online through Sun Life's www.mysunlife.ca

Coordinating benefits

- Applies if you are covered under another plan in addition to the UBC plan
- Submit a claim to the UBC health or dental benefits plan first (if claim is for you), your spouse/partner's plan or other group plan second, then submit a HSA claim for any unpaid balance
- If claim is for your spouse, submit claim to your spouse's plan first; submit a claim for any unpaid balance to the UBC health or dental benefits plan and HSA
- If claim is for your dependent children
 - submit claim to the plan of the parent with the earlier birth month in the calendar year first; then
 - the plan of the other parent second, before submitting a HSA claim for any unpaid balance
- Paper claims: UBC plan can be coordinated with your spouse/partner's plan on a single claim form if spouse/partner's plan is with Sun Life.
- Online claims: only one member can submit online if both are plans are with Sun Life
- If spouse/partner's plan is not with Sun Life or you are submitting online, remember to print off the Statement showing how much you were reimbursed; Statement is required when submitting unpaid balances to a spouse/partner's plan or to the HSA

Sun Life Plan Member Services – Home Page



[Help](#) | [Contact us](#) | [Secure messages](#) | [Profile](#) | [Sign out](#)

[Home](#) | [Resource Centre](#)

[Français](#)

RANDY DOE : Last visit was on January 15, 2008

February 11, 2008

PLEASE READ



Enhancements to the Home page

Is your drug covered?



my health and well-being



Preferences ▼

Medical/Dental plan » 025104
Wellness centre

[my coverage](#)



[Need glasses/lenses?](#)

[my claims](#)



[Next dental checkup](#)

[Health Spending Account](#)

- Take me to... ▼
- Take me to...
 - Submit a claim
 - Recent claims
 - Drug coverage
 - Print travel card
 - Print drug card
 - Direct deposit

Sun Life Plan Member Services – Group Benefits Quick View



[Help](#) |
 [Contact us](#) |
 [Secure messages](#) |
 [Profile](#) |
 [Sign out](#)

[Home](#) |
 [Coverage](#) |
 [Claims](#) |
 [Wellness centre](#) |
 [FAQs](#) |
 [Print](#)

Quick view

Member ID: 987654321
Medical: 025104
Dental: 025104

Claims and coverage

Most Recent Claim Payment:	25 Dec 2007	\$507.51
Health Spending Account Balance:		
01 Apr 2006 - 31 Mar 2007		\$ 100.00
01 Apr 2007 - 31 Mar 2008		\$ 245.00
Total remaining HSA Balance as of:	11 Feb 2008	\$345.00
Need glasses/lenses?:		\$200.00
Next dental checkup:	20 Jan 2008	

Wellness centre

[Wellness centre](#)

[Health Library](#)

[Medication Library](#)

Guides and Information

[Benefit Bulletin](#)

[Provincial Health Plans](#)

Take me to:

- [Submit a Claim »](#)
- [Direct deposit »](#)
- [Coordination of benefits »](#)
- [Print drug card »](#)
- [Print travel card »](#)
- [Your comments »](#)



Sun Life Plan Member Services – my coverage



[Help](#) | [Contact us](#) | [Secure messages](#) | [Profile](#) | [Sign out](#)

[Home](#) | [Coverage](#) | [Claims](#) | [Wellness centre](#) | [FAQs](#) | [Print](#)

my coverage

Medical

- [Medical coverage](#)
- [Drug coverage](#)
- [Need glasses/lenses?](#)
- [Travel Benefit](#)

Dental

- [Dental coverage](#)
- [Next dental checkup](#)
- [Dental estimates](#)

Spending Account

- [Health Spending Account balance](#)
- [Health Spending Account coverage](#)

Take me to:

- [Quick view »](#)
- [Submit a claim »](#)
- [Print drug card »](#)
- [Print travel card »](#)
- [Direct deposit »](#)
- [Coordination of benefits »](#)
- [Provincial health plans »](#)



Sun Life Plan Member Services – E-Claims

The screenshot shows the UBCbenefits website interface. At the top right, there are links for 'Help', 'Contact us', 'Secure messages', and 'Profile', followed by a yellow 'Sign out' button. Below this is a navigation bar with buttons for 'Home', 'Coverage', 'Claims', 'Wellness centre', 'FAQs', and 'Print'. The main content area is titled 'my claims'. A blue button labeled 'Submit a claim' is highlighted with a red box. Below this button are three sub-links, each with a right-pointing arrow icon: 'Vision Care e-claim', 'Dental e-claim', and 'Health Spending Account e-claim'. To the right of the 'Submit a claim' button is a grey box titled 'Take me to:' with a dotted pattern. Below this title are two links: 'Quick view »' and 'Need glasses/lenses? »'.

- Quick and convenient
- Easy to complete online
- Get instant confirmation online
- Payments deposited automatically, faster

Sun Life Plan Member Services – Make HSA Claim: Disclaimer



[Help](#) | [Contact us](#) | [Secure messages](#) | [Profile](#) [Sign out](#)

[Home](#) | [Coverage](#) | [Claims](#) | [Wellness centre](#) | [FAQs](#) | [Print](#)

Health Spending Account e-claim

Before you send a claim to your Health Spending Account, consider submitting your expenses first to:

- your medical or dental benefit, if your plan covers the expense
- any other medical or dental plan that covers you or the person for whom you are claiming

You can then claim any unpaid portion under your Health Spending Account.

What would you like to do?

- [Submit a claim](#) under your medical or dental benefit.
- Select **continue** below to complete an e-claim under your Health Spending Account.
- Read about your [Health Spending Account coverage](#) and the types of expenses you can claim.

[continue](#)



Health Spending Account e-claim

Your plan allows you to submit an online claim for Health Spending Account expenses. Follow these 4 simple steps to submit your claim online.

The entire amount you submit will be charged to your HSA account. Therefore, before submitting your HSA e-claim, you should first submit your expenses to:

- your medical or dental benefit, if the expense is covered under these benefits
- any other medical or dental plan that covers you or the person for whom you are claiming.

Then claim any unpaid balance from your HSA using e-claims.

Step 1 of 4

Please check your information below. Once your claim is processed, your claim payment will be deposited into your account and an e-mail will be sent to the address below. To update the information click update, otherwise click continue.

Institution	Transit	Account
XYZ BANK 505 KING ST FREDERICTON NB E3B 1E7	01234	1234567
update		

E-mail Address
randydoe@company.com
update

Address
225 King Street West Toronto, ON M5V 3C5
update

Health Spending Account	
Benefit Year	Balance
01 Apr 2009 - 31 Mar 2010	\$100.00
01 Apr 2010 - 31 Mar 2011	\$245.00
Remaining HSA Balance as of: 20 Jan 2011	\$345.00

continue **cancel**

Note

E-claim submission is not available for all Health Spending Account expenses. The following types of HSA expenses cannot be submitted online. Please send us a paper [claim form](#) for any of the following:

- where the Total Amount Claimed is greater than \$1,000.00
- where your type of expense is not on the dropdown list displayed.

You can read more about your [Health Spending Account](#) and what is considered an eligible expense under the Income Tax Guidelines.

Make
HSA
Claim:
Step
#1



Health Spending Account e-claim

Terms and Conditions

Make
HSA
Claim:
Step
#2

Step 2 of 4

If you accept and agree to the following terms and conditions to submit a claim online, then click I agree to continue.

- **Fraudulent claims are very costly for all participants in benefit plans. As administrator of this plan and for audit purposes, Sun Life Assurance Company of Canada ("Sun Life") may check the accuracy of the information given in support of your claim, and if we ask, you agree to send us the original receipts and supporting documents within 30 days of the request.**
- Sun Life reserves the right to:
 - remove the online *Submit a Claim* feature and request that you send in a paper claim form with original receipts and supporting documents, and
 - request that you send in the original receipts and/or supporting documents within **12** months of you submitting your claim online.

I agree **cancel**

GBM-E0910



Health Spending Account e-claim

Claimant's Information

Step 3 of 4

Indicate who the claim is for and select continue. If the claim is someone who is not listed, select 'Other'.

You can use your HSA to pay expenses for family members that are not covered under your medical or dental plan, **if** they are eligible as dependents on your income tax return. [Read more.](#)

The Claim is for:

- Randy
- Eva Christin (Spouse)
- Rosalind (Daughter)
- Andreia (Daughter)
- other

continue **cancel**

Note

To make the most of your Health Spending Account benefit, first submit your expenses to:

- your medical or dental benefit, if your plan covers the expense
- any other medical or dental plan that covers you or the person for whom you are claiming

Then claim any unpaid portion from your Health Spending Account.

Read more about the [Health Spending Account](#) and what is considered an eligible expense.



Health Spending Account e-claim

Claim Information

Step 4 of 4

Enter Health Spending Account(HSA) claims information and click continue.

Please note that not all claims for HSA expenses can be sent to us through the Web. You will need to send us a paper [claim form](#) in the mail for payment from your HSA if:

- your claim is over \$1,000.00
- your type of expense is not on the dropdown list

Type of Expense	Service Date dd/mm/yyyy	HSA Claim Amount (xxx.xx)
Bridges	01/11/2010	\$ 50.00
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total Amount Claimed:		\$ 50.00

continue **cancel**

Note

You can submit up to eight different Health Spending Account expenses on one claim. Once you've completed your first claim, if you have more expenses to submit, click on the **submit another claim** button at the end of this session.

You can read more about your [HSAs](#) and the types of expenses you can claim.

Make
HSA
Claim:
Step
#4



Make HSA Claim: Summary

Health Spending Account e-claim Summary

That's it! Please check the information and if you agree with the certification and authorization below, click I agree. If not, click on the appropriate back button to return to the section where you wish to make any necessary changes.

Patient's Information

Claim is for: Randy

[back](#)

Direct Deposit Information

Transit: 01234
Account: 1234567

XYZ BANK
505 KING ST
FREDERICTON NB
E3B 1E7

[back](#)

Health Spending Account (excluding this claim)

Benefit Year (may be less or more than 12 months)	Balance
01 Apr 2009 - 31 Mar 2010	\$100.00
01 Apr 2010 - 31 Mar 2011	\$245.00
Remaining HSA Balance as at: 20 Jan 2011	\$345.00

Claim Details

Type of Expense	Service Date	HSA Claim Amount
Bridges claimed from HSA	01/11/2010	\$50.00
Total Amount Claimed:		\$ 50.00

[back](#)



[Help](#) | [Contact us](#) | [Secure messages](#) | [Profile](#) | [Sign out](#)

[Home](#) | [Coverage](#) | [Claims](#) | [Wellness centre](#) | [FAQs](#) | [Print](#)

Health Spending Account e-claim

Confirmation

Your Health Spending Account claim has been processed and your receipts and/or supporting documents have been requested for review.

Your online claim reference number: **040401-15003-00**

Amount to be deposited into your bank account in most cases within 24 to 48 hours: **\$50.00**

To view your new Health Spending Account details click here: [view](#)

To view the Claim Statement (Explanation of Benefits), click here: [view](#)

To go to your Quick view page, [click here](#).

[submit another claim](#)

**Make HSA
Claim:
Confirmation**

Sun Life Plan Member Services – Your Health Spending Account & Finding More Information

Spending Account balance

To view the details for a given benefit period, click on the corresponding Balance value.

Health Spending Account Summary

Benefit Year (may be less or more than 12 months)	Balance
01 Apr 2006 - 31 Mar 2007	\$100.00
01 Apr 2007 - 31 Mar 2008	\$245.00
<hr/>	
Total remaining HSA Balance as of: 04 Feb 2008	\$345.00

Note

You can read more about your [Health Spending Account coverage](#) and the expenses you can claim.

Health Spending Account

You can use your Health Spending Account to cover expenses that are eligible medical expenses under the Income Tax Act (Canada) and that are not paid (or not paid in full) by any other private or government plan. These include eligible expenses incurred outside your province of residence.

Eligible expenses include the items listed below. To be sure your expense meets the conditions necessary to qualify under the Income Tax Act, you should visit the [Canada Revenue Agency website](#) for more details.

Health Spending Account list of eligible expenses

A Health Spending Account can cover the portion of expenses not covered by a health or dental benefits plan. This includes your deductible, co-insurance (portion not covered if your plan covers less than 100%), or amounts that are over your plan maximums. You can also claim expenses not covered under your spouse's plan.

Drugs

- Drugs, medications or other preparations or substances prescribed by a licensed medical practitioner or dentist and dispensed by a pharmacist.
- Insulin, test tape or test tablets
- Oxygen, including the cost of buying or renting oxygen equipment
- Needles and syringes prescribed by a medical practitioner

Vision care (must be prescribed by a medical practitioner)

- Eyeglasses
- Contact lenses
- Laser eye surgery

Medical practitioners (must be licensed to practice in the province where the service is provided)

- Acupuncturists
- Naturopaths
- Physiotherapists
- Chiropractors
- Nurses
- Podiatrists

- See your HSA balance and activity
- Learn about your HSA

Who can I contact if I
have further questions?



Contacts

UBC Benefits

Telephone: (604) 822-8111

Email: benefitsinfo@hr.ubc.ca

Sun Life

Telephone: 1-800-661-7334

www.mysunlife.ca – option to send a secure email once you have logged on to the Sun Life Plan Member website

Questions?

