



## NIHB Medical Transportation Client Reimbursement Form

### Instructions:

- You have **one year** from the date the service(s) was provided to apply for reimbursement.
- Remember to include your Band registration (or identification) number.
- Ensure you have **signed** and completed all sections of your reimbursement form and included all necessary documents, or your claim will be returned to you.
- Original receipts are required, therefore faxed copies of your claim will **not** be accepted.
- If you have received prior-approval for your medical trip, please be sure to include the Travel Authorization (TA) number in your claim.
  - Note: TA numbers are only valid for one trip. The next trip you take will require a new pre-approval and TA number. Please contact Howard Thistle (see contact information below) for further detail.
- If you are required to travel beyond the nearest health facility, medical justification will be needed. **Medical Justification** explains why you had to travel past the nearest Health Facility for your medical needs.
  - You may have your **health care provider** complete the Benefit Exception Request Form (see link below) and submit this form with your claim.
- Sign up for Electronic Funds Transfer (EFT) to receive your reimbursement.
  - Complete the Electronic Funds Transfer Form (see link below) and mail it to the address below or call 709-634-0996 to speak to a Support Specialist to discuss emailing it in.
- All Medical Transportation reimbursement claims must be mailed to the Corner Brook office at:

NIHB Medical Transportation Program  
3 Church Street  
Corner Brook, NL  
A2H 2Z4

### Contact Information:

- To set up a pre-approval for your medical transportation requirement please call 709-634-0996 to speak to a Support Specialist.
- For general inquiries regarding medical transportation call 709-634-0996 to speak to a Support Specialist.

### Supporting Documents:

- Click here to access the [Benefit Exception Request Form](#)
- Click here to access the [EFT Direct Deposit Form](#)

**Note:** The documents listed below can also be found on <http://galipu.ca/health/non-insured-health-benefits/> or at your local band office.



Section 4 - Claim Information		
Please check all that apply.	For Internal use only	
<input type="checkbox"/> <b>TRANSPORTATION:</b> Receipts for fuel are not required  Original itemized receipt(s) must be attached for the following items:  Tolls: \$_____ Bridge: \$_____ Parking: \$_____ Other: \$_____	<b>COB Paid</b>	<b>Amount to be Paid</b>
For office use only:		
<input type="checkbox"/> <b>ACCOMMODATIONS:</b> For trips over 600 km return, original itemized receipt(s) for commercial accommodations must be attached.  Private accommodations: \$13.50/night per person <input type="checkbox"/>		
For office use only:		
<input type="checkbox"/> <b>MEALS:</b> Approved if travel time away from home is over 6 hours (receipts are not required).  NIHB Daily Rates: Breakfast \$15 Lunch \$15 Dinner \$30 Rates are half for children under 3 years of age (inclusive)  NIHB Weekly Rates (5 days or more): \$168/week for one person    \$252/week for two people		
For office use only:		
	<b>Analyst:</b>	<b>Total \$ _____</b>

**Section 5 - Authorization and Signature**

Health Canada requires your authorization in order to collect information from your medical provider (including confirmation of appointment attendance) for services provided to you. I authorize the release of any records that are relevant to the processing and payment of this claim to Health Canada, it's agents or contractors, or any appropriate Health Professional licensing or Regulatory Body for the purpose of administrative audit. I declare the information to be true and accurate and does not contain a claim for any benefit or service previously paid for by Health Canada or by any other plan(s)/program(s) that is noted in the statement or explanations of benefits.

**PRINT NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_ / \_\_\_ / \_\_\_  
 (Signature is mandatory. If client is under the age of 16, then the parent / legal guardian must sign) dd / mm / yyyy

*Mail this completed form along with receipts (if applicable) to:*  
 Qalipu Mi'kmaq First Nation Band  
 3 Church Street  
 Corner Brook, NL A2H 2Z4

**Faxed claims will be returned, and a mailed copy will be requested**

Privacy statement  
 Health Canada also requires your authorization in order to collect information from your medical provider for services provided to you and paid for by the Non-Insured Health Benefits Program. The NIHB Program is committed to protecting your privacy and safeguarding the personal information in its possession. When a request to provide coverage for benefits is received, the NIHB Program collects, uses, discloses and retains your personal information in accordance with the applicable federal privacy laws and policies. Further details of the NIHB Privacy Code can be found on the Health Canada website: <http://www.hc-sc.gc.ca/fniah-spnia/pubs/nihb->

