

Guide to Completing the

FORM

Please complete one form per person.

HEALTH INSURANCE NUMBER

You must provide your HEALTH INSURANCE NUMBER when applying for a reimbursement and in all your written and telephone communications with the Régie.

In the case of a child under 12 months of age who has not yet received a Health Insurance Card, indicate the child's last name, first name, date of birth and sex, but use the father's or mother's Health Insurance Number.

ELIGIBILITY REQUIREMENTS

To be eligible for a reimbursement for the cost of insured services received outside Québec, you must:

- reside in Québec and be eligible for the Health Insurance Plan;
- hold a valid Health Insurance Card;
- not spend 183 days or more outside Québec per calendar year (January 1 to December 31)* and be able to furnish proof to that effect. When calculating time spent outside Québec, do not include periods of less than 21 consecutive days.

For periods of work, study or training outside Québec, contact the Régie before your departure to obtain information about eligibility requirements.

SUPPORTING DOCUMENTS

- **The originals of your receipts.** Submit originals of credit card statements or photocopies of both sides of cancelled cheques clearly showing the name of the hospital or of the health professional.
- **The originals of your bills**
The following information must be clearly shown on these documents:
 - the name, address and signature of the health professional who rendered the services;
 - the name and address of the facility and the signature of a representative of the hospital at which the services were rendered;
 - a detailed description of the services rendered;
 - the date of each service and the fees charged.
- **The summary of your medical record** (if you were hospitalized).
- **The operative report** (if you had major surgery).

Neither the originals nor copies of documents are returned by the Régie.

Services paid for by the Régie:	Services not paid for by the Régie:
<ul style="list-style-type: none"> • fees for insured services rendered by a physician, optometrist or dentist in another Canadian province or abroad, at the rates in force in Québec (or at the actual rates, if lower than Québec rates); • fees for hospitalization outside Canada, up to a daily maximum, as long as the reason for the hospitalization was a sudden illness or an emergency; • fees for hospitalization in another Canadian province (ward accommodation). 	<ul style="list-style-type: none"> • transportation of patient (ambulance, taxi, airplane); • the supplement for a private or semi-private hospital room; • prescription drugs; • services rendered by psychologists, nurses, acupuncturists or podiatrists; • services rendered in health resorts; • services rendered for cosmetic purposes; • detoxification treatments;
<p>* The Régie's pamphlet entitled "Health-Care Services Insured Outside Québec" contains further information about insured services.</p>	

IMPORTANT

The Régie will not process your application and will return all documents submitted if any of the following are missing:

- HEALTH INSURANCE NUMBER
- THE APPLICANT'S SIGNATURE
- THE INFORMATION REQUESTED
- SUPPORTING DOCUMENTS

Send this form as well as all supporting documents to:

Régie de l'assurance maladie du Québec
Service du traitement hors du Québec
P.O. Box 6600
Québec Qc
G1K 7T3