



BRITISH COLUMBIA

Health InsuranceBC

Complete and return to Employee Records and Benefits
Mail: 1795 Willingdon Avenue, Burnaby, BC V5C 6E3

MEDICAL SERVICES PLAN (MSP)

APPLICATION FOR GROUP ENROLMENT

PLEASE PRINT IN CAPITAL LETTERS ONLY

Before completing this application, please read IMPORTANT INFORMATION on page 2.

Residents of BC are required, by law, to enrol themselves and to enrol their spouse and children who are residents of BC.

1 2 3 4 A B C D

The BC Services Card provides access to insured provincial health care benefits for eligible BC residents. Before this Group Enrolment form is submitted, new and returning adult residents should first visit an Insurance Corporation of BC (ICBC) driver licensing office to request a Photo BC Services Card.

RESIDENT means a person who is a citizen of Canada or is lawfully admitted to Canada for permanent residence, who makes his or her home in British Columbia, and is physically present in British Columbia for at least 6 months in a calendar year...

THIS SECTION FOR GROUP PLAN AUTHORIZATION ONLY - TO BE COMPLETED BY YOUR PAY OR PENSION OFFICE OR UNION WELFARE PLAN

GROUP NUMBER, DEPARTMENT / PAYLIST NUMBER, AUTHORIZATION NAME OR STAMP, COVERAGE IS REQUESTED THE FIRST DAY OF (MM / YYYY), EMPLOYEE / PENSION NUMBER

1 APPLICANT INFORMATION

APPLICANT LEGAL LAST NAME, APPLICANT LEGAL FIRST NAME, APPLICANT LEGAL SECOND NAME, BIRTHDATE (MM / DD / YYYY), GENDER, DAYTIME TELEPHONE NUMBER, RESIDENTIAL ADDRESS, MAILING ADDRESS (IF DIFFERENT FROM RESIDENTIAL ADDRESS)

2 RESIDENCE AND CITIZENSHIP / IMMIGRATION INFORMATION

A STATUS IN CANADA - PROVIDE PHOTOCOPIES OF ALL APPLICABLE DOCUMENTS (DO NOT SEND ORIGINALS)
B HAVE YOU HAD MSP COVERAGE PREVIOUSLY?
C HAVE YOU LIVED IN BC SINCE BIRTH?
D HAVE YOU OR ANY FAMILY MEMBER BEEN OUTSIDE BC FOR MORE THAN 30 DAYS IN TOTAL DURING THE PAST 12 MONTHS?
E WILL YOU OR ANY FAMILY MEMBER BE AWAY FROM BC FOR MORE THAN 30 DAYS IN TOTAL IN THE NEXT SIX MONTHS?

3 SPOUSE AND CHILD INFORMATION

SPOUSE means a resident of BC who is either married to or living and cohabiting in a marriage-like relationship with the applicant and may be of the same gender as the applicant. CHILD means a BC resident who is a child of a beneficiary or a person in respect of whom a beneficiary stands in the place of a parent...

PHOTOCOPIES OF CURRENT CITIZENSHIP/IMMIGRATION DOCUMENTS MUST BE ATTACHED. USE LEGAL NAMES WHEN COMPLETING THIS FORM.

SPOUSE LEGAL LAST NAME, SPOUSE LEGAL FIRST NAME, SPOUSE LEGAL SECOND NAME, GENDER, BIRTHDATE (MM / DD / YYYY), STATUS IN CANADA, PERSONAL HEALTH NUMBER (PHN), HAS SPOUSE LIVED IN BC SINCE BIRTH?



3 SPOUSE AND CHILD INFORMATION continued

CHILD LEGAL LAST NAME	CHILD LEGAL FIRST NAME	CHILD LEGAL SECOND NAME	GENDER <input type="checkbox"/> M <input type="checkbox"/> F
BIRTHDATE (MM / DD / YYYY)	STATUS IN CANADA <input type="checkbox"/> CANADIAN CITIZEN – Canadian Birth Certificate, Canadian Citizenship Card or Passport <input type="checkbox"/> HOLDER OF PERMANENT RESIDENT STATUS – Record of Landing, Permanent Resident Card (front & back) or Confirmation of Permanent Residence <input type="checkbox"/> OTHER – Work or Study Permit, etc.		
PERSONAL HEALTH NUMBER (PHN)	HAS CHILD LIVED IN BC SINCE BIRTH? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO, MOST RECENT MOVE TO BC →	MM / DD / YYYY FROM (PROVINCE OR COUNTRY) PREVIOUS HEALTH NUMBER

CHILD LEGAL LAST NAME	CHILD LEGAL FIRST NAME	CHILD LEGAL SECOND NAME	GENDER <input type="checkbox"/> M <input type="checkbox"/> F
BIRTHDATE (MM / DD / YYYY)	STATUS IN CANADA <input type="checkbox"/> CANADIAN CITIZEN – Canadian Birth Certificate, Canadian Citizenship Card or Passport <input type="checkbox"/> HOLDER OF PERMANENT RESIDENT STATUS – Record of Landing, Permanent Resident Card (front & back) or Confirmation of Permanent Residence <input type="checkbox"/> OTHER – Work or Study Permit, etc.		
PERSONAL HEALTH NUMBER (PHN)	HAS CHILD LIVED IN BC SINCE BIRTH? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO, MOST RECENT MOVE TO BC →	MM / DD / YYYY FROM (PROVINCE OR COUNTRY) PREVIOUS HEALTH NUMBER

IF YOU HAVE MORE CHILDREN, PLEASE CHECK BOX, ATTACH ADDITIONAL SHEET AND PROVIDE ALL INFORMATION

IF ANY OF THE CHILDREN ARE DEPENDENT POST-SECONDARY STUDENTS (SEE BELOW), PLEASE COMPLETE THE SECTION BELOW.

STUDENT LEGAL LAST NAME	STUDENT LEGAL FIRST NAME	STUDENT LEGAL SECOND NAME
SCHOOL NAME AND FULL ADDRESS		DATE STUDIES WILL BE FINISHED (MM / DD / YYYY)
		IF SCHOOL IS OUTSIDE BC, ORIGINAL DEPARTURE DATE (MM / DD / YYYY)

TO ADD MORE DEPENDENT POST-SECONDARY STUDENTS, PLEASE CHECK BOX, ATTACH ADDITIONAL SHEET AND PROVIDE ALL INFORMATION

DEPENDENT POST-SECONDARY STUDENT means a BC resident who is older than 18 and younger than 25 years of age, in full-time attendance at a recognized post-secondary institution, and supported by a parent or person who stands in place of the person's parent. A dependent post-secondary student may include a student enrolled in full-time studies at an accredited trade school, technical school or high school.

4 AUTHORIZATION - MUST BE SIGNED BY APPLICANT, AND SPOUSE IF APPLICABLE (DO NOT CHANGE TEXT OF AUTHORIZATION BELOW)

I have received information about MSP and agree to abide by the terms and conditions of MSP. I understand that if a discrepancy exists between the information provided and the legislation, the legislation will govern. I understand that the information I have given is collected under the authority of the Medicare Protection Act and section 26(a) and (c) of the Freedom of Information and Protection Act (FIPPA) and the information will be used to assess eligibility for, and to administer, MSP and other Ministry of Health publicly funded health care programs.

I authorize the Ministry of Health to collect my health information from practitioners who provide publicly funded health care service(s) to me under MSP and other publicly funded health care programs, and I provide consent for those practitioners to disclose such information to the Ministry of Health for the purposes of assessing eligibility for, and in regard to the administration of, MSP and other Ministry of Health publicly funded health care programs.

I understand that information may be disclosed by the Ministry of Health pursuant to section 33 of FIPPA.

I declare that all information provided is true and I understand that the Ministry of Health and/or Health Insurance BC may verify this information with immigration authorities, law enforcement authorities and other public authorities, agencies and persons as appropriate. I declare that all persons listed are residents of British Columbia.

If you have any questions about the collection and use of your personal information, please contact: Health Insurance BC Chief Privacy Office, PO Box 9035 STN PROV GOVT, Victoria, BC V8W 9E3 or call 604 683-7151 (Vancouver) or 1 800 663-7100 (toll-free).

SIGNATURE OF APPLICANT	SIGNATURE OF SPOUSE	DATE SIGNED (MM / DD / YYYY)

5 IMPORTANT INFORMATION

- IDENTIFICATION:** You must send with your application: photocopies of documents that support the name and Canadian citizenship or immigration status for all persons listed. Eligibility cannot be determined without this documentation. Canadian citizens and holders of permanent resident status (landed immigrants) returning from the USA may also be asked to provide evidence of having established residence in BC and/or having abandoned their status in the USA.
If any person is not enrolling under the name shown on his/her citizenship or immigration document, please also submit a photocopy of a legal document (for example, a marriage or name change certificate) that indicates the name shown on this application.
- RESIDENCY:** If you expect to leave the province for more than 30 days in total during the next 6 months, a letter outlining your planned dates of departure and return, destination and the reason for your absence is required with this application. Failure to provide this information may affect eligibility for benefits.
- EFFECTIVE DATE OF BENEFITS:** New and returning residents must complete a wait period before health care benefits begin. Generally, this period is the balance of the month of arrival in BC, plus two months. If absences from Canada exceed a total of 30 days during the wait period, eligibility may be affected. Applications should be submitted immediately on arrival in BC, not at the end of the wait period. If you apply late, the effective date of benefits will be determined by MSP and may result in premiums being charged retroactively.
- OUT-OF-PROVINCE STUDENTS:** Residents who leave BC temporarily to attend school or university may be eligible for MSP coverage for the duration of studies, provided they are in full-time attendance at a recognized educational facility.
- CANCELLATION OF BENEFITS:** Failure to remit premiums does not constitute notification to cancel benefits. If you will no longer be a resident of BC, you must notify Health Insurance BC that this is the case, and provide your date of departure from the province and your new address; otherwise, premium invoicing may occur.
- CHANGE OF NAME OR ADDRESS:** Health Insurance BC must be notified immediately of any change of name or address.
- LEGISLATION:** All information is subject to change in accordance with the *Medicare Protection Act* and Regulations and the *Hospital Insurance Act* and Regulations. If a discrepancy exists between the information Health Insurance BC has provided on this application and the legislation, the legislation will prevail.

Personal information on this form is collected under the authority of the *Medicare Protection Act*. The information will be used to determine residency in BC and determine eligibility for provincial health care benefits. If you have any questions about the collection of this information, contact Health Insurance BC at the address or telephone numbers on page 1. Personal information is protected from unauthorized use and disclosure in accordance with the *Freedom of Information and Protection of Privacy Act* and may be disclosed only as provided by that Act.

Medical Service Plan (MSP) Forms Guide

- There is no advantage to having dual medical coverage (MSP). Employer paid MSP premiums are a taxable benefit to the employee.
- Under the *Medicare Protection Act*, enrolment with MSP is mandatory for all eligible residents and their dependents.
- Although, as of January 1st, 2020, MSP premium assistance has been eliminated from the Medicare Protection Act, you are still required to complete the MSP Group Enrollment Application Form and return with the package.
- If new/returning to BC, please visit ICBC Licensing office upon arrival to BC. The following documents are required for yourself (and spouse and dependent children that wish to include in your MSP coverage):
 - **Canadians new to BC/returning to BC:** Clear copy of Canadian birth certificate, permanent resident card (front & back), or Canadian passport.
 - **Non-Canadians (as per section A):** Clear copy of entry document such as work permit/visa, landed immigrant papers. Should you require to add your spouse and/or children on your MSP, you are also required to send to ERB, the work permit/visa, landed immigrant papers applicable to your family.
- **Please note:** If you are under a spouse or other Employer's coverage, the MSP form does not need to be completed.

THE MINISTRY IS NO LONGER ACCEPTING DIGITAL SIGNATURES. PLEASE PRINT, SIGN, SCAN, AND EMAIL THE MSP GROUP ENROLLMENT FORM IN PDF FORMAT.