



SEVEN OAKS  
SCHOOL DIVISION  
*community begins here*

# Memorandum

Seven Oaks School Division  
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**To:** All Eligible Employees

**From:** Mary Jans  
Payroll Officer

**Date:** June 5, 2008

**Subject:** Reducing Drug and Dental Paper Claims

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In order to help control costs under our Extended Health Care and Dental benefits, we would appreciate your assistance.

Very simply, the more paper drug and dental claims our insurance company has to handle, the higher our insurance costs.

All of the pharmacies in Manitoba are able to electronically submit drug claims. There may be a few situations where “coordination” of coverage (between your spouse’s plan and our plan) does not allow for electronic submission, but in all other situations, **please use your drug card!**

With regard to dental claims, 77% of all dentists in Manitoba are able to electronically submit dental claims. If your dentist is able to submit your claims electronically, please ask him/her to do so. (Coordination of spouse’s plans may also be a problem for some dental claims, and may have to be paper-submitted.)

If you do have to have a drug or dental claim handled by “paper”, **please submit the paper claims immediately** – do not accumulate them. Submitting them immediately will also help control costs.

If you have any questions or problems with your electronic submissions, please contact Caroline Loveday at PWI Insurance Services, [cloveday@pwi-insurance.ca](mailto:cloveday@pwi-insurance.ca), 1-800-265-2178.