

## Using the new claim summary feature on *GroupNet for Plan Members*

Take advantage of a new claim summary feature on Great-West Life's *GroupNet for Plan Members* website.

You can use this quick and convenient feature to customize and generate a report that summarizes your claim history by benefit, patient and time period. This feature can be used, for example, to compare the amount of a particular benefit you have used to the maximum allowed for the plan year.

### Use for income tax preparation

You can also use these summaries for income tax purposes when claiming medical expenses that have not been covered by your group benefits plan. (Contact the Canada Revenue Agency or your personal tax advisor with questions about whether your particular medical expenses can be claimed on your income tax form.)

Claim summaries provide you with the following details about each of your claims:

- Description of service
- Date of service
- Date claim was processed
- Amount of submitted expense
- Amount of eligible expense
- Amount of claim paid
- Amount of claim not paid

### How to create a claim summary

To generate a claim summary, first link to the *GroupNet for Plan Members* site from [www.greatwestlife.com](http://www.greatwestlife.com) and sign in, or register if you haven't yet done so.

1. From the Welcome page, click *Claims* from the menu bar. Click *Summarize Claim History*.
2. From the drop-down menus, select the:
  - Plan
  - Patient (you, a dependant or all)
  - Benefit (a specific benefit or all)
3. Choose the time period you would like covered in the report. Dates for the current year will be available, along with the two previous years.
4. Choose whether to have claims displayed chronologically by service date or alphabetically by service description.
5. Click *Generate Summary*.

Claims will be sorted by individual benefit and by specific patient.

### For more information

Please contact your plan administrator.

#### *Did you know?*

- In 2009, there were 5,037,681 visits to Great-West's *GroupNet for Plan Members* website.