



Extended Health and Dental coverage

Green Shield Student Centre

1.888.711.1119

www.greenshield.ca/sites/student

How to register:

First, you must register with Green Shield Student Centre:

<http://www.greenshield.ca/sites/student/en/Pages/default.aspx>

Drop down menu-Selkirk College

Go to "Plan Member Login" (middle right, green square)

Click on GO

You are going to start right to left.

First with "Get a Registration Key." Once you've followed the steps, go to "Continue with Registration"

Enter Registration Key and Plan Member ID-00

You will need to provide a few personal details, user name and password and provide answers to 3 challenge questions and your banking info (which you can skip and do later, which you do want to do for direct deposits for any of claims).

**Your Plan Member/Green Shield ID # is SSA (your 6 digit student #) followed by -00.

Example: SSA123456-00 (Note: the -00 is already there when registering. It does not need to be added, but it will be need to be when making claims.)**

You can pick up a Green Shield ID card at the SCSU office or print one from the Green Shield Student Centre website.

After the blackout period, which is 6 weeks from the beginning of the month that your course started, if you have a problem registering, questions about your coverage or a claim,

contact the SCSU or Green Shield directly at 1.888.711.1119.

Submitting a claim:

After you are registered, go to 'FAQ' (top right) and there will be a drop-down menu on how to submit a claim.

It is under "How to submit a claim... hassle-free (yes, it's possible)"

Click on the + to the left of this heading.

Option 1 (Healthcare provider submits claim)

****EASIEST****

If you are already registered, your health care provider is already registered with Green Shield and will submit the claim for you. (To find out if your healthcare provider is registered with Green Shield, simply ask "Are you registered with Green Shield?" IF they say 'yes' you are good to go! If not, refer to Option 2 & 3)

Option 2 (You submit claim online)

****EASIER****

Once registered for Plan Member Online Services, select "Submit a Claim" from the menu. Select the type of claim you are submitting.

Enter your complete claim detail and click "Submit". (Hang on to all your original documentation, as it is possible you may be selected for an audit.)

Option 3 (Mail)

****Not quite as easy, but not that hard either****

It can be done the "old fashioned" way, through the mail. Print up forms at Green Shield or pick up at SCSU office. Please contact SCSU or Green Shield for help.

Contact Information

Selkirk College Students' Union

healthanddental@selkirkstudents.ca

Monday-Friday 8:30-4:30

Castlegar, (Robin)

250.365.1303

Nelson (Gabrielle)

Tenth Street-250.352.6601

Silver King-250.354.3239

