

Important Notice Regarding your Saskatchewan Blue Cross Cards

Saskatchewan Blue Cross requires information on yourself and your dependent(s) (if applicable) in order to issue your Identification Cards and to document where you would like your correspondence, ID cards, and claims reimbursement cheques directed. Saskatchewan Blue Cross require this information in order to claim health and/or dental care benefits provided to you through your employment with the University of Saskatchewan.

Please return the completed bottom section of this memo to Blue Cross. A new card will be issued and forwarded to you.

Access to Personal Health and Dental Information

You can now access personal health and dental information on the website for Blue Cross through Blue Link at <http://www.sk.bluecross.ca>. The site is secure and allows you to access the following information:

Coverage Inquiries: inquire about current health and dental benefits

Forms: print generic claim forms

Member Updates: change personal information such as name, address, phone number and email address, or request replacement ID cards

Member Statement: view claim and cheque history statements

See reverse for instructions on accessing your information on Blue Link.

Please visit the Human Resources Web Site: www.usask.ca/hrd/benefits

NOTE: Claims must be filed within 4 months of the date the expenses were incurred.

Return this completed section to: Saskatchewan Blue Cross, PO Box 4030, Saskatoon, SK S7K 3T2

- Add/remove spouse
- Add/remove dependent
- Change address, effective date: _____

Member Information:

| Policy Number | SK Blue Cross ID Number | Employee's Surname | First Name | Date of Birth | | |
|----------------|-------------------------|--------------------|------------|---------------|-----|-----|
| 50111 | | | | Yr. | Mo. | Day |
| Street/Box No. | | City/Town | | Postal Code | | |
| | | | | | | |

Dependent Information:

| Relationship to Employee | First Name | Last Name | Date of Birth | | | Dependent Information |
|--------------------------|------------|-----------|---------------|-----|-----|---|
| | | | Yr. | Mo. | Day | If Dependent is 21 and over, please indicate Name of full-time educational facility being attended. NAME OF SCHOOL |
| 1 SPOUSE | | | | | | n/a |
| 2 CHILD | | | | | | |
| 3 CHILD | | | | | | |
| 4 CHILD | | | | | | |
| 5 CHILD | | | | | | |

Signature: _____

Date: _____

To Access Blue Link:

Have your Blue Cross card at hand.

On the internet, go to: <http://www.sk.bluecross.ca>

Or you can access Blue Link through the Human Resources website at www.usask.ca/hrd/benefits/

Choose Blue Link

Click on: Group Cardholders

-Choose First Time Register

-Click on the Blue Card

-Policy Number – enter ALL numbers from your Blue Cross card, including the zeroes

-ID Number – enter ALL numbers from your Blue Cross card, including the zeroes

Enter: Last Name

First Name

Birthdate

Telephone number

Email address required

Confirm email address

User ID – create your user ID (remember it)

SUBMIT registration – at the bottom of the screen

When you have received your password by email, go back to Cardholders. Enter your user ID and then the password from the Email – it is case sensitive.

Login – you need to hit the Submit button. Then change your password (do use a Hint!!)

Please contact Human Resources at 966-6270 if you have any questions.