

# How to Submit a Medical Claim

In order for the Ministry of Health to determine if your medical claim is eligible for reimbursement, please follow the steps below.

## STEP 1 - Obtain an itemized statement/receipt(s) that include:

### A. Physician statement/receipt(s):

- Full name and address of the treating physician;
- Full name of referring physician (if applicable);
- Diagnosis (i.e. medical reason for seeing the physician);
- Dates of service;
- Location of the service (i.e. office, hospital, emergency room, home, etc.);
- Proof of payment;
- Itemized list of service(s) that were provided and a description of each service;
- Fees charged for each service; and
- Original receipt.

### B. Hospital statement/receipt(s):

- Diagnosis (i.e. medical reason for admission);
- Date of admission and discharge;
- Description and charge for each service received;
- Your full name if your child or dependent received the service; and
- Original receipt with currency indicated.

## STEP 2 - Ensure the statement/receipt(s) include:

- Patient's full name;
- Patient's current mailing address or the full name and current address of the parent or guardian if the patient is a dependent;
- Patient's health services number (9-digit number); and
- Patient's date of birth (month/day/year);

## STEP 3 – Mail your claim information to the Medical Services Branch

Medical Services Branch  
Claims Analysis Unit  
Saskatchewan Ministry of Health  
3475 Albert Street, Regina, SK S4S 6X6

All documents **must** be provided in English with **original** receipts. Retain copies of all documents and receipts for your records. Claim processing may take several weeks. If your claim is eligible for reimbursement, a cheque will be mailed to the patient or parent/guardian.

Questions may be directed to **Medical Services Branch** at **306-787-3475** **Option #2** or visit [saskatchewan.ca](http://saskatchewan.ca) for more information.