

## BENEFITS, REIMBURSEMENT & PAYROLL INFORMATION

February 18, 2008

- ◆ General Benefits Information

The Employer administers your Extended Health and Dental benefits through Health Benefit Trust. Companies such as Blue Cross and Great West Life provide the actual coverage.

Your extended Health Benefit reimburses you for many of your medical expenses such as acupuncturist, massage therapist, naturopathic physician, physiotherapist and podiatrist. The cost of prescribed eyeglasses and/or frames or contact lenses will be reimbursed to a maximum of \$225 every 24 months. Consult your Group Benefit Plan for more detail (link above).

For out-of-province/out-of-country emergencies, benefits are payable for the following eligible expenses incurred in an emergency only and when ordered by the attending physician: local ambulance services, hospital room, physician services, lab & x-ray services, prescription drugs & other emergency services and/or supplies that Pacific Blue Cross would cover in your province of residence. Consult your Group Benefit Plan for further detail. Don't leave Canada without your Pacific Blue Cross worldwide emergency Medi-Assist card which provides contact information.

Contact 1-866-875-5306 if you have yet to receive your health benefits cards.

### Benefits: Who to Contact?

Pacific Blue Cross  
www.pac.bluecross.ca  
604-419-2600  
1-888-275-4672

Extended Health claims are processed by Pacific Blue Cross

If you don't know your Group and ID Number please contact PAR directly (For privacy reasons we cannot put them directly on this website).

Extended Health claims are processed by Pacific Blue Cross

On Line Information on Dental coverage & eligible dependents through the Healthcare Benefit Trust's website at [www.hbt.bc.ca](http://www.hbt.bc.ca) (CAREsnet link)

- ◆ Reimbursement of Expenses

Residents who are on-call (home call) and called back to the hospital are entitled to reimbursement of their parking costs.

Residents who cross cover are also entitled to reimbursement of their parking costs.

To obtain reimbursement, complete the attached form titled “Reimbursement Form” and have it signed off by whoever prepares your call schedules and submit it to the Paying Agency @ VGH via an inter-office/hospital envelope, or mail it to the address noted on the form. Where it asks for collective agreement write “PAR-BC”.

NOTE, this applies to all Residents regardless of your location. Keep a copy for your records ‘just in case’ until you receive your reimbursement.

These expenses should be paid within approximately one month of submission. If you are not, check with whomever is responsible in your program for submitting those claims to first ensure that the claim was submitted and on what date. If everything looks good on that end contact the PG Deans’ Office at 604-875-4834.

If you have additional problems or are unable to obtain satisfactory resolution contact PAR-BC at [par@par-bc.org](mailto:par@par-bc.org) or 604-876-7636. See link above for the Reimbursement Form.

- ◆ Information regarding Pay Periods and Payday

Pay Stubs:

Please save all your pay stubs and double check them every month.

If something is amiss please contact payroll immediately at call 604-875-4738 or email [vchpayrollservicesinquiries@vch.ca](mailto:vchpayrollservicesinquiries@vch.ca) and be sure to inform them that this is an inquiry regarding a medical resident, as different rules apply to different employee groups!

Pay Periods and Paydays:

Each pay period results in a payday in the week following the pay period. Look at Pay Periods and Payday scan above for information on every pay period and pay day for 2008.

This means that for new members, the first payday will not be a full two week period. You may not see on-call, meal, or chief allowances on the July 20<sup>th</sup> pay stub. This delay in payment can occur every July and January, as on-call information is gathered from the departments, compiled and submitted to Payroll for processing. Any allowances missed during this period will be processed as retroactive payments

Payroll:

Residents are paid every two weeks. Although members aren't paid an hourly wage, your salary is represented on your pay stub as 75 hours for a full two week pay period. The payroll

department of VCH processes Resident payroll, acting as the central paying agency for all Residents, regardless of your working location.

Payroll distributes pay stubs according to information provided from the program office through the PG Deans office. Members working at Vancouver Hospital, BC Women's, BC Children's, Royal Columbian, UBC, St. Paul's, and Victoria will have their pay stubs sent to the hospital site. They will not mail pay stubs to members' homes, unless you are located outside of these locations.

If you have more questions, please contact Delfa Miranda at PG Deans office:  
[dmiranda@postgrad.med.ubc.ca](mailto:dmiranda@postgrad.med.ubc.ca)

- ◆ Forms

Forms for Dental and Extended Medical Insurance Form, MSP, Payroll Direct Deposit Form, Request for Stat Holiday Pay and many other forms and lots of other useful information can be easily found at

[http://www.med.ubc.ca/education/md\\_postgrad/Forms.htm](http://www.med.ubc.ca/education/md_postgrad/Forms.htm)

- ◆ Employment & Family Assistance Program

Confidential counselling or the 24-Hour Access Line are available to all PAR members and their immediate family members, province-wide, at no cost. The counsellors are all advanced clinical therapists with extensive experience and training. They are all registered with their respective regulatory bodies, and hold either Doctoral or Masters level degrees. They are not affiliated with UBC, or the college.

You can reach them at 604 872 4929 or 1-800-505-4929