

Medical Underwriting – Statement of Health Form

Group Administrator Checklist

A Statement of Health form, which provides medical evidence of insurability, is required in a few specific situations:

- Late applicants, such as members or dependents who enroll more than 31 days after becoming eligible, particularly if they previously had other coverage and are now joining the plan
- When applying for or increasing insurance amounts beyond the non-evidence limit (the maximum coverage available without proof of health), though this is not applicable to health or dental coverage
- Any request for Optional Insurance Benefits

To help ensure a smooth, confidential, and timely review of their application, here are the key steps to follow when a Statement of Health is required:

- ☐ Ensure Medavie has the member's correct email address on file.
- ☐ Let members know that that Medavie uses a third-party service [Dynacare] for certain tests and collection of information. [Dynacare] will contact them directly if required.
- ☐ *Ensure you have access to the most recent Statement of Health form Links:*

[English Statement of Health Form](#)

[French Statement of Health Form](#)

Note: *Please delete any saved copies of previous versions of the Statement of Health form & only use the links above to ensure you have the most recent version*

- ☐ Ensure all administrative forms are completed in full, signed & dated.

We do not disclose or discuss medical information with the GA due to privacy requirements.

- ☐ Inform members to expect a secure email from Medical Underwriting regarding further information requests or decision letters. The secure emails may be filtered into spam or junk folders so members should be advised to check these folders.



- ☐ Many forms are delayed due to incorrect or missing signatures. Double-check that all required fields are properly signed. Information on accepted signatures, and e-signatures can be found using the links below:

[Signing Digital Forms | Medavie Blue Cross](#)

[Signature de formulaires numériques | Croix Bleue Medavie](#)

[Can I use e-signature? | Medavie Blue Cross](#)

[Règles en matière de signature électronique de Croix Bleue Medavie | Croix Bleue Medavie](#)