



navancorp

# navancorp Private Health Services Plan (PHSP) Employee's Guide

2023

## Introducing navancorp

**navancorp** is a trusted Canadian Private Health Services Plan (PHSP) provider, dedicated to helping businesses optimize tax-strategies while providing employees and their families with non-taxable medical and dental benefits.

“  
**Smart  
Benefits for  
Smart People.**

An added benefit of your new coverage with **navancorp** is how it works with other insurers. As an example, if you are covered under another health insurance plan through a spouse or partner, you can use your navancorp Private Health Spending plan to claim any unpaid portions of eligible medical/dental expenses. You can even claim the premiums that are paid to them! **navancorp** offers comprehensive coverage that bridges the gap left by your other plan, ensuring expenses like co-pays and the exceeding of annual maximums are taken care of.

## What is a Private Health Services Plan?

A Private Health Services Plan (PHSP), also referred to as a Health Savings Account – HSA, is a Canada Revenue Agency (CRA) approved health services plan for Canadian Business owners that allows them to deduct medical and dental costs as an expense through their company.

Unlike traditional insurance plans, PHSPs are not subject to specific benefit requirements. Instead, employers have the freedom to design and tailor the plan according to their employees' needs and budget. PHSPs provide a tax-efficient way for employers to support their employees' healthcare costs, as related premiums and fees paid by employers are tax-deductible as a business expense.



# How to Submit Your Claims

navancorp's claims process is designed to be simple and efficient, because your time is valuable.

1

- Collect your receipts\*
- Scan or take a high-quality photo of your receipt.

2

Visit [navancorp.ca/claims](https://navancorp.ca/claims) to download and complete the navancorp PHSP Claim Form.

3

- Submit claim form to [claims@navancorp.ca](mailto:claims@navancorp.ca)
- Include scans of the original receipt(s) as a PDF or JPEG.

Our proficient and accurate claims process ensures reimbursements are issued electronically in a timely manner, typically within 2 business days.

# Receipt Guidelines

navancorp will accept receipts with the following information included:

- ✓ Patient Name
- ✓ Service Date
- ✓ Details of the service or products paid for.
- ✓ Name and credentials of the practitioner who prescribed or performed the purchase or service.
- ✓ Proof of Payment

## Statements

A statement from your insurance provider is a proper receipt, it must show the procedure and payment.

## Debit or Credit Card Slips

Debit or credit card slips are **not** proper receipts in support of medical or dental expenses, nor are credit card statements.

**NOTE:** prepayment of services cannot be claimed until the treatment has been provided.

# The Claims Process

## Step 1: Receive & Pay for Medical/Dental Expenses

As a plan member, you will receive the medical/dental service and pay for such out of pocket and obtain original receipt(s) from the service provider.

## Step 2: Plan Member Submits Claim Form

Submit your Claim Form and applicable receipts to [claims@navancorp.ca](mailto:claims@navancorp.ca).

## Step 3: navancorp Reviews Claims

Reviews claims for accuracy and compliance.

navancorp processes a deduction of the amount of the claim + administration fee and appropriate taxes from the corporation's bank account through Pre-Authorized Debit (PAD).

## Step 4: Plan Member is Reimbursed

navancorp issues a 100% non-taxable reimbursement to the Plan Member for the medical/dental expenses claimed.

**NOTE:** Your yearly benefit cap is determined by your employer.

# Understanding the navancorp Claims Form

Below is a guide to the required inputs when completing the claims form.



Input the plan number provided, your company's name, and province of residence.

Select the date you are completing the form, include your name, and email address.

**A: Employee Information (Plan Member)**

Plan Member Number (000-0000-000)  Today's Date (YYYY-MM-DD)

Company Name (Plan Owner)  Plan Member Name (First and Last)

Please Select Your Province  Plan Member Email Address

Rows 1-15 are where you will input your claim details. **One row per receipt.**

**B: Claim Details and Description**

#	Expense Date	Patient Name	Claimed Item Description	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Total Amount Claimed	\$0.00
Administration Fee	\$0.00
GST / HST on Administration Fee (%)	\$0.00
Provincial Premium Tax (%)	\$0.00
Amount Payable to navancorp	\$0.00

The money fields are automatically calculated for your convenience. Nothing to do here!

You can type your name here, or print and sign by hand, then scan and send us along with your receipts.

**C: Signature**

By signing or typing your name below, you certify that all claimed health services have been purchased for/on behalf of an eligible member of your household.

Signature: \_\_\_\_\_

Remember to advise us of any change of address or email for plan members.

**D: Claim Process**

Please send the completed claim form to [claims@navancorp.ca](mailto:claims@navancorp.ca)  
 Questions? Email us at [info@navancorp.ca](mailto:info@navancorp.ca)

**We are here to help.**  
 If at any point you have questions, email us at [info@navancorp.ca](mailto:info@navancorp.ca)

QUESTIONS ABOUT YOUR  
PHSP? **CONTACT US.**



[www.navancorp.ca](http://www.navancorp.ca)

[info@navancorp.ca](mailto:info@navancorp.ca)

