YORK U University Services Centre (USC)
DIVISION OF FINANCE AND ADMINISTRATION

Quick Guide to Health Benefits for York Retirees CPM/YUSA/IUOE/CUPE 1356/CUPE 1356-1/YUELI/CUPE 3903 unit 2 Members

Important things to know about Health Benefits when transitioning into retirement:

Step 1: Once you retire Infor Your Health Care Providers

Make sure your health care professionals have your updated information:

- **New Sun Life Member ID** and **Policy Number**
- Share this at your next appointment or when booking services
- Your Sun Life member ID is your York employee number with the first digit "1" replaced with a "9" (example 100200300 becomes 900200300).

Step 2: Register Your Retiree account with Sun Life Insurance (may require a new/alternate email address)

CPM/YUSA/IUOE/CUPE 1356/CUPE 1356-1/YUELI/CUPE 3903 unit 2 Members:

To set up your coverage:

1. Go to sunlife.ca and click **Register**.
2. Enter your personal email address.
3. Once entered you will receive an email to confirm your email address.
4. Complete your personal information.
5. You will be asked to verify your identiy. You will be asked to sign in with your current financial institution.
6. Once registered, you can access claims and coverage information

NOTE: Don't worry, if your financial institution isn't listed you can click verify your identity another way and answer a few questions.

Once you retire, your Sun Life drug benefit card used as an active member is no longer valid and cannot be used. You will be able to submit claims electronically either through the my Sunlife mobile app, through the web or use paper claim forms.

Claims incurred as an active employee must be submitted within 90 days of your retirement date with your **active** employee number beginning with 1.

If your health care provider is not submitting claims on your behalf, remember to submit claims to Sun Life electronically either through the my sunlife mobile app or through the web www.sunlife.ca or use paper claim forms.:
https://www.sunlife.ca/en/support/finding-documents-and-forms/claim-forms/

Step 3: Understanding Ontario Drug Benefit (ODB)

- If you're **65 or older**, you're eligible for ODB. It covers many prescription drugs—check the **ODB formulary list** online. https://www.ontario.ca/check-medication-coverage/
- ODB is separate from Sun Life: your pharmacy bills directly to the province.
- You **must be registered** with OHIP to access this program.

Step 4: Knowing What OHIP Covers

OHIP is Ontario's public health insurance and includes:

- Doctor visits and Emergency hospital care
- Lab tests and medical imaging
- Eye exams (every 18 months for ages 65+)
- Limited dental surgery in hospital settings

OHIP does NOT cover:

- Prescription drugs outside hospital
- Routine dental work, glasses, hearing aids, or cosmetic procedures

Step 5: Understanding What Sun Life Typically Covers

Check your retiree plan for specific coverage. Common items include:

- Prescription drugs (top-up where ODB doesn't apply)
- Paramedical services (massage, physiotherapy, chiropractic)
- Private hospital rooms
- Vision and dental (based on policy)
- Post Retirement Benefits booklets by Affiliation/Union groups can be accessed at: https://retire.info.yorku.ca/third-page/

Special Notice for Health Care Spending Account Holders

Health Care Spending Account Holders (CUPE 3903 unit 2,CUPE 1356, CUPE 1356-1 & IUOE)

- Some Post Retirement Benefits programs have a Health Care Spending Account as part of their policy.
- When submitting claims for reimbursement you must indicate on the Dental or Health Spending Account claim form that you would like Sun Life to assess the claim under your HSA only.

Extended health care spending account:
https://www.sunlife.ca/content/dam/sunlife/regional/canada/documents/gb/forms/ehc-e-fillable.pdf

Dental health care spending account:
https://www.sunlife.ca/content/dam/sunlife/regional/canada/documents/gb/forms/dent-hsa-e-fillable.pdf

Sun Life Financial Information Required for Claims Processing

Handy Wallet ID Cutout (Keep This with You!)
Your Sun Life member ID is your York employee number with the first digit "1" replaced with a "9" (example 100200300 becomes 900200300).

York University Contract/policy# **014098**	Sun Life Website: www.sunlife.ca/member
Sun Life Member ID: 9_____ Contract/Policy #014098 Phone# 1-800-361-6212 Website: www.sunlife.ca/member Sun Life registration link: https://www.sunlife.ca/en/	**Travel Card** Sun Life **If you need any medical help, contact Global Excel Management.** If you want to submit an emergency travel claim or check your claim status, please visit www.globalexcel.com/sunlife. In the USA and Canada, call: 1-800-511-4610 From anywhere else: 1-519-514-0351 Call collect through an international operator. 24/7 assistance

For more information, please contact askUSC@yorku.ca