

# Guidelines for completing reimbursement forms

If you've previously completed a WorkSafeBC form for reimbursement of healthcare expenses, you'll notice that it's now two separate forms: **Worker Prescription Claim (Form 3)** and **Worker Supply and Services Claim (Form 3A)**.

Some things to note when completing your forms for reimbursement of expenses:

- Complete **Form 3** for reimbursement of prescriptions receipts only.
- Complete **Form 3A** for reimbursement of all other medical supplies and services expenditures.
- Complete all mandatory fields on these forms (indicated by \*).
- **Make a copy of your receipts** and attach them to the completed forms.
- Write your name and claim number on each copy of receipts submitted.

## Important information about receipts

Please do not send original receipts to WorkSafeBC. When submitting your completed forms, attach **copies only**. You'll want to keep the originals for your records in case you need to submit your purchase to another insurer or for auditing purposes.

## Submitting forms

Please **sign** and **date** the forms. Submit completed forms and receipt copies as follows:

### Form 3

#### Submit via fax

604.233.9777

Toll-free: 1.888.922.8807

#### Submit via mail

Payment Services

WorkSafeBC

PO Box 94460 Stn Main

Richmond BC V6X 8V6

### Form 3A

#### Submit via fax

604.233.9777

Toll-free: 1.888.922.8807

#### Submit via mail

Payment Services

WorkSafeBC

PO Box 4700 Stn Terminal

Vancouver BC V6B 1J1

For more information, please call Payment Services, M-F, 8:30 a.m. to 4:30 p.m.  
Phone: 604.276.3085 | Toll-free: 1.888.422.2228

