





National Office - Union of Veterans' Affairs Employees
Bureau national - Syndicat des employé-e-s des Anciens combattants

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Benefit Registration

Public Service Health Care Plan (PSHCP)

You can register for this benefit immediately after you are awarded a term over 6 month contract or greater type of service. Your PSHCP coverage will take effect on the first day of the month following receipt of your application.

To register:

Part 1

Log into the Phoenix Pay System

At the top of the screen select Main Menu, self service, benefits, then self service for PSHCP.

You will then be able to select your coverage, single and family coverage are both covered by the employer for coverage level 1. Coverage level 2 and 3 have some costs associated with them and increase the Hospital stay coverage for a semi private or private room for all people covered by your plan residing in Canada.

You can view the monthly costs by following the link below and view the Supplementary Coverage chart. Please note these rates are periodically updated, you may have to select the current version of the page.

<https://www.njc-cnm.gc.ca/directive/d9/v283/s827/en>

The maximum cost each coverage level provides can be found on the website below, these rates only cover the room costs and not personal charges like a phone or television. Please note different hospitals charge different rates.

<https://www.pshcp.ca/benefits/hospital-provision/>

Once when you have selected your coverage, select the Update button and complete your information, after you complete this, if you return to the same screen your Certificate Number should populate, it may take a bit of time. You will need this number to complete your positive enrollment.

If the certificate number does not populate right away you can check back later, in phoenix, select Main Menu, self service, benefits, then Benefits Summary, it will eventually be listed in the medical field. For any issues with Phoenix or pay issues, please contact the Pay Centre at 1-855-686-4729.

Part 2

Go to the following website : <https://www.welcome.canadalife.com/pshcp/complete-positive-enrolment.html>

You will have the option of downloading the physical form and mailing it in or completing the online positive enrollment.

**Please note the message about the VAC client group not being able to use the online positive enrollment does not apply to VAC Staff, it only applies to VAC clients. **

Public Service Dental Care Plan (PSDCP)

Dental Benefits are activated automatically after 3 months for members whom are awarded a term over 6 month contract or greater type of service, the provider is Canada Life. If you are eligible for Dental Benefits but have not yet received your benefits card, you can log into the Phoenix Pay System and at the top of the screen select Main Menu, self service, benefits, benefits summary. Your plan number will be noted there, which you can use to log in to the Canada Life website or phone app.

PSHCP Documents:

PSHCP Member Booklet / Régime de soins de santé de la fonction publique:

English: <https://www.welcome.canadalife.com/content/dam/rfp/welcome-sites/pshcp/PSHCP-member-booklet.pdf>

Français: <https://www.welcome.canadalife.com/content/dam/rfp/welcome-sites/pshcp/livret-du-participant-du-RSSFP.pdf>

PSHCP Summary / Sommaire du Régime de soins de santé de la fonction publique:

English: <https://www.canada.ca/en/treasury-board-secretariat/services/benefit-plans/health-care-plan/public-service-health-care-plan-glance.html>

Français: <https://www.canada.ca/fr/secretariat-conseil-tresor/services/regimes-assurance/regime-soins-sante/votre-regime-soins-sante-fonction-publique-coup-oeil.html>

PSDCP Documents:

Public Service Dental Care Plan member booklet / Livret des participants au régime de soins dentaires de la fonction publique:

English: <https://www.canada.ca/en/treasury-board-secretariat/services/benefit-plans/dental-care-plan/public-service-dental-care-plan-member-booklet.html>

Français: <https://www.canada.ca/fr/secretariat-conseil-tresor/services/regimes-assurance/regime-soins-dentaires/regime-soins-dentaires-fonction-publique-livret-participant.html>

Public Service Dental Care Plan summary / Sommaire du Régime de soins dentaires de la fonction publique:

English: <https://www.canada.ca/en/treasury-board-secretariat/services/benefit-plans/dental-care-plan/public-service-dental-care-plan-glance.html>

Français: <https://www.canada.ca/fr/secretariat-conseil-tresor/services/regimes-assurance/regime-soins-dentaires/regime-soins-dentaires-fonction-publique-coup-oeil.html>



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