



This form is to be used to request reimbursement of prescription receipts. Only expenses related to the compensable injury will be paid and only at the applicable WorkSafeBC rate. **Note: All receipts for medical supplies and services and/or vocational rehabilitation expenses should be claimed on a form 3A, Worker Medical Supply and Services Claim.**

PAYMENT SERVICES: Phone 604 276-3085
Toll-free 1 888 422-2228

FAX: 604 233-9777
Toll-free 1 888 922-8807

MAIL: Payment Services, WorkSafeBC
PO Box 94460 Stn Main
Vancouver BC V6X 8V6

Requests for reimbursement **MAY NOT BE PAID** if all mandatory information is not provided on this form. **Mandatory fields are indicated by * below.**

Worker last name*		First name*		Personal health number* (from BC CareCard)		WorkSafeBC claim number*	
Address line 1*							
Address line 2							
City*		Province/State*		Country (if not Canada)		Postal code/Zip*	
Daytime phone number* (include area code)				Has your address changed?*		Date of birth* (yyyy-mm-dd)	
Yes <input type="checkbox"/>		No <input type="checkbox"/>		Nature of injury or illness*			
Company or employer name*							

Quantity and name of medication*	Date of purchase* (yyyy-mm-dd)	Drug identification number (DIN)*	Rx number*	Indication for use* (example: pain killer, antibiotic, antidepressant etc.)	Amount paid by worker*	Amount paid by Pharmacare* (if applicable)	Name of physician prescribing medication*
EXAMPLE: Tylenol #3	2011-04-30	02163926	123456	Pain killer	\$10.00	\$2.00	Dr. ABC
1.							
2.							
3.							
4.							
5.							
6.							
7.							

Do not submit original receipts. Submit copies only of receipts. Write your claim number on each copy submitted. WorkSafeBC does not return receipts. Keep original receipts as these may be required for audit purposes.

I certify that I incurred these expenses. I understand that it is considered fraud or misrepresentation to claim the same expenses twice from other institutions. I authorize release of any information or record requested in respect of this claim to WorkSafeBC or its agents and certify that the information given is true, correct, and complete to the best of my knowledge.

Signature* _____ Date* (yyyy-mm-dd) _____

WorkSafeBC use only

Personal information on this form is collected for the purposes of administering a worker's compensation claim by WorkSafeBC in accordance with the Workers Compensation Act and the Freedom of Information and Protection of Privacy Act. For further information about the collection of personal information, please contact WorkSafeBC's Freedom of Information Coordinator at PO Box 2310 Stn Terminal, Vancouver BC, V6B 3W5, or telephone 604 279-8171.



WORKING TO MAKE A DIFFERENCE

GUIDELINES FOR COMPLETING REIMBURSEMENT FORMS

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

Some new procedures are now required when completing 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

Do not send original receipts to WorkSafeBC. When submitting your completed forms, attach copies only. We are unable to return originals, which you may need to submit to another insurer if WorkSafeBC does not cover those expenses.

Please note: keep a copy of the original receipt on file, as you may be required to present it at a later date for audit purposes.

Submitting forms

Submit completed forms and receipt copies as follows:

Form number	Submit via FAX	Submit via MAIL
3	604 233-9777 Toll-free: 1 888 922-8807	Payment Services WorkSafeBC PO Box 94460, Stn Main Richmond BC V6X 8V6
3A	604 233-9777 Toll-free: 1 888 922-8807	Payment Services WorkSafeBC PO. Box 4700 Stn Terminal Vancouver BC V6B 1J1

If you require more information, please call Payment Services, M – F, 8:30 am - 4:30 pm:

Tel: 604 276-3085
Toll-free: 1 888 422-2228