



## Insurance claim procedure (Injury)

### 1- For claim forms, call Johanne Forget

- ☞ By phone at 514-252-3089 poste 3907
- ☞ By e-mail at [johanne@skiquebec.ca](mailto:johanne@skiquebec.ca)

#### 5 forms :

- a) Proof of loss (AXA)
- b) Consent\collect personnel info (AXA)
- c) Payment Authorization Form for Accidental Medical & Dental Insurance (AXA)
- d) Proof of loss dental (AXA)
- e) Complete description of the accident (SFQ)

### 2- **Maximum 30 day delay for claim deposit.** Send all the forms, hand completed, to SFQ.

- ☞ Au 4545 Pierre De Coubertin, c.p. 1000, succ. M  
Montréal, Qc.  
H1V 3R2

SFQ will make the necessary verifications (membership number, site of accident,...)

#### **Attention : Original invoices\receipts for treatments are needed.**

The PAYMENT AUTHORIZATION FORM is to be completed so as to have the payment sent to a second party.

### 3-Keep copies of all your documents.