

HealthSmart Single Family PHSP (Private Health Services Plan) Terms and Conditions

This plan is for owner-managed businesses where the owner is the only employee of the company. This plan has been created to suit the specific needs of small businesses common in Canada. If you would like information on the Managed Plan, suitable for larger corporations, partnerships, and sole proprietorships with more than one employee, please contact us to set up a Managed Plan.

1. In accordance with Subsection 248(1) of the Income Tax Act with this document, HealthSmart PHSP Administration Ltd. (hereafter known as HealthSmart) establishes a “cost plus” Private Health Services Plan with the Planholder named in the Enrolment Form. HealthSmart indemnifies the Covered Employee for all eligible expenses for the agreed upon cost plus fee to be paid by the Planholder immediately upon remittance of a claim by the employee.
2. The HealthSmart Single Family PHSP applies to all eligible expenses. For this agreement, eligible expenses are those defined in Subsection 118.2(2) of the Income Tax Act.
3. The HealthSmart Single Family PHSP covers the sole employee of the Planholder (referred to as the Covered Employee). The term Covered Employee also includes the employee’s spouse or any member of the employee’s household with whom the employee is connected by blood relationship, adoption, or marriage as noted on the enrolment form. There is no limitation based on age. The Covered Employee will be eligible for coverage from the effective date of this plan. The Planholder is responsible for updating the list of individuals covered under this plan when it changes.
4. The Planholder will establish an effective date after which coverage is provided by the plan. This date can be for any 12 month period ending in the current fiscal year of the Planholder.
5. All claims must be received within 90 days of the end of the fiscal year-end to which they relate.
6. As this plan exists for the only employee of the Planholder, and as that employee is also a shareholder (or sole proprietor) of the Planholder, the Canada Revenue Agency has suggested that the maximum allowable coverage should not exceed \$1,500 for the employee and each of their adult (over 18 years of age) family members plus \$750 for each child in the employee’s family.
NOTE: The Single Family Plan does NOT offer tracking of any plan limit. Should you wish to have a plan where spending limits are tracked by HealthSmart staff, please contact us to switch to a Managed Plan.
This is not a service offered under the Single Family plan.
7. HealthSmart will adjudicate each claim submitted to ensure that:
 - a. The expenses are Eligible Expenses as discussed in section 2;

- b. The claimant is a member of the employee's family as discussed in section 3;
8. Once the claim has been approved, HealthSmart will invoice the Planholder for the cost of the claim, including all applicable taxes and administration fees.
9. Upon completion of the claim adjudication, and payment of the invoice, HealthSmart will issue a cheque in reimbursement for the total cost of the eligible expenses to the claimant.
10. Dishonoured cheques will be assessed a fee of \$25.
11. HealthSmart will issue a statement to the Planholder to reconcile claims only upon HealthSmart receiving written request using the form provided on the HealthSmart website. There will be a fee to provide this statement that must be remitted with the request.
12. By enrolling in this plan, the Planholder certifies that there is only one employee of the company and that the Planholder is either a corporation registered in Canada or a province or territory of Canada or is a sole proprietorship carrying on business in Canada. Any penalty incurred by the Planholder as a result of failure to notify HealthSmart of a change in the number of employees is the sole responsibility of the Planholder.
13. If the Planholder employs more than one individual at any point, they must notify HealthSmart so that their plan may be changed to a Managed Plan.
14. These terms and conditions may change from time to time. HealthSmart will ensure that the updated terms and conditions are always available on the HealthSmart website. Continued use of the Plan will constitute acceptance of the terms and conditions as they apply at the given time.