

# How to submit your **claim**

Ensure you submit a completed and signed medical claim form (by the plan member), as well as required documentation.

Drop-off claims will continue to be accepted, OR, they can be submitted by email at **ottclaims@coughlin.ca** or by fax at **613-231-6180**.

Should you have any questions or concerns that you wish to discuss with an assessor, please send them by email to **ottclaims@coughlin.ca** or by calling the claims information line at **613-231-8540** or **1-877-768-3378**.

To protect our system against potential viruses and harmful software, we DO NOT accept .zip file email attachments. When submitting supporting claims related documents, please use a .pdf file format with any image documents being included as attachments rather than embedded in the email message.

Thank you for your patience and cooperation during this time.

