



## HOSPITAL ADMISSION

In the event of an emergency and hospitalization, please call Ontime Care Worldwide Inc. (OTC) IMMEDIATELY:

From Canada or USA: 1-866-209-5804 (TOLL FREE)

From Worldwide: 905-707-9555 (COLLECT CALL)

Note: Do not assume someone will contact Ontime Care Worldwide Inc. on your behalf. It remains your responsibility to ensure that Ontime Care Worldwide Inc. has been contacted prior to receiving any treatments or as soon as reasonably possible.



## HOW TO CLAIM

There are two ways to submit your claim:

### **1. Online**

For claims with total expenses less than \$1,300, submit your claim with supporting receipts and reports online at [eclaim.jfgroup.ca](https://eclaim.jfgroup.ca) (For claims over \$1,300, please submit by mail)

**You may scan the QR code to access E-Claim system.**

Please attach pdf files or readable photos of all itemized invoices and payment receipts from the medical service provider, pharmacy, or hospital along with any detailed medical reports. We reserve the right to request submission of the original documentation. For step-by-step instruction, you could refer to <https://www.jfgroup.ca/claim-center-info/>



### **2. By Mail**

Mail your completed claim form (sent with your student package), original receipts and supporting medical reports to:

**Ontime Care Worldwide Inc.**

**15 Wertheim Court, Suite 512, Richmond Hill, ON, L4B 3H7**



## DIRECT BILLING CLINICS

Ontime Care Worldwide Inc. has direct billing contracts with clinics located across different provinces. At our partner clinics, students are not required to pay any expenses in advance as the clinics will directly bill the expenses to Ontime Care Worldwide Inc.

1. Our direct billing clinics locations are listed below. Please refer to it for the locations nearest you.
2. When you arrive at one of our direct billing clinics, please show proof of coverage, either your insurance wallet card or the policy confirmation letter.

Without the proof of coverage, the student must pay the expenses up-front and submit claim documents to Ontime Care Worldwide Inc. for reimbursement.

The following applies to all claims:

- Please submit one claim for each medical condition (Example/ Doctor visit and pharmacy expense for the same condition should be submitted as 1 claim).
- For patients treated at a medical clinic, a physician's medical report is required.
- Failure to include the required supporting documentation will delay processing.
- You are responsible for all fees charged for any supporting documentation with your claims.
- Claim must be submitted to OTC within 90 days of occurrence.

## OUR MEDICAL CLINIC PARTNERS

We have direct billing set up with the following clinics, so you do not need to pay up front for your doctor's visit!

### ONTARIO



**Brimley Road**  
Medical Centre



#### Toronto Centre

**MCI Royal Bank Plaza**  
200 Bay St.  
Toronto ON M5J 2J3  
416-368-6787

**MCI Thornhill**  
8 Green Lane, Unit 1-3,  
Thornhill, ON L3T 7P7  
905-764-0188

**MCI Six Points Plaza**  
5230 Dundas St. West  
Etobicoke ON M9B 1A8  
416-234-8668

**MCI Main Exchange**  
4A-800 Steeles Ave. West  
Toronto ON L4J 7L2  
905-738-6699

**MCI Bloor**  
345 Bloor St. East  
Toronto ON M4W 3J6  
416-515-0590

**Brimley Family Clinic**  
3333 Brimley Rd.  
Scarborough ON M1V 2J7  
416-412-3333

**BLS Medicare**  
700 CENTRE ST.  
THORNHILL, ON L4J 0A7  
289-982-6560

**MCI Scarborough**  
325 Bamburgh Circle  
Scarborough ON M1W 3Y1  
416-492-8068

**MCI Morningside Crossing**  
255 Morningside Ave.  
Scarborough ON M1E 3E6  
416-284-1020

**MCI Richview**  
12-250 Wincott Dr.  
Etobicoke ON M9R 2R5  
416-249-0002

**Village Square Medical Centre**  
2942 Finch Ave. E.  
Scarborough ON M1W 2T4  
416-756-2725

**Bridlewood Medical**  
2900 Warden Avenue  
Toronto ON M1W 2S8  
416-499-5964

#### Mississauga & Brampton

**MCI Mississauga West**  
2575 Dundas St. W Unit  
15  
Mississauga ON L5K 2M6  
905-820-3310

**MCI McLaughlin**  
7070 McLaughlin Rd.  
Mississauga ON L5W 1W7  
905-795-2873

**MCI Meadowvale**  
6400 Millcreek Dr. Unit-9  
Mississauga ON L5N 3E7  
905-821-1406

**MCI Bramalea**  
387-25 Peel Center Dr.  
Brampton ON L6T 5M2  
905-793-7077

## Niagara Region

**Primary Care Niagara**  
11-660 Garrison Road  
Fort Erie ON L2A 6E2  
905-371-1881

**Niagara Walmart Walk In**  
7481 Oakwood Dr.  
Niagara Falls ON L2E 6S5  
289-477-6011

## Other

**MCI Oakville**  
1011 Upper Middle Rd. East  
Oakville ON L6H 4L1  
905-849-7007

**MCI Woodbridge**  
700-200 Windflower Gate  
Woodbridge ON L4L 9C3  
905-856-2100

**The office of Dr. Joy Singh**  
99 Northfield Dr E #203  
Waterloo, ON N2K 3P9  
519-584-2183

**MCI Hess Village**  
340 York Blvd.  
Hamilton ON L8R 3L2  
905-525-1677

## QUEBEC

**RocklandMD**  
Médecine • Chirurgie

**Rockland MD**  
110-100 Rockland Rd.  
Mont-Royal QC H3P 2V9  
514-667-3383

**Rockland MD**  
500-1538 Sherbrooke Ouest  
Montreal QC H3G 1L5  
514-667-3383

## BRITISH COLUMBIA

**+STEIN**  
MEDICAL

**Stein Medical Clinic**  
800-777 Hornby St.  
Vancouver BC V6Z 1S4  
604-637-8777

**MED LIFE**  
Medicine, Education, & Development  
for Low Income Families Everywhere

**Medlife Medical Clinic**  
108-845 Marine Dr.  
North Vancouver BC V7P 0A8  
604-770-1933

**mainland+**  
medical clinic

**Mainland Medical Clinic**  
1061 Hamilton St.  
Vancouver BC V6B 5T4  
604-683-3973

## ALBERTA

**MCI THE DOCTOR'S OFFICE™**

**MCI Beddington**  
207-8120 Beddington Blvd. NW  
Calgary AB T3K 2A8  
403-275-4613

**MCI Nose Hill**  
137-1829 Ranchlands Blvd.  
NW  
Calgary AB T3G 2A7  
403-239-8888

**MCI Midtown**  
1110-11 Ave. SW  
Calgary AB T2R 0G4  
403-269-9488

**MCI Beacon Hill**  
11718 Sarcee Trail NW  
Calgary AB T3R 0A1  
403-274-1864

**MCI 130 & Deerfoot**  
4701B-130 Ave. SE  
Calgary AB T2Z 4J2  
403-451-7407