

## MIP Enrolment Process

## MIP Claim Process

**Staff Member**

1. Complete and submit Application/Request for Change form

**HR Administrator**

2. Verify Eligibility; Validate form; Enroll in system; Maintain eligibility data

**MIP HR Technical Support**

4. Reviews and validates eligibility data; Transmit reports to administration company

**MIP Administration Company**

5. Upload eligibility data; Provides ID card(s)

Notify Staff Member

Communicate exceptions, if applicable

**Finance Officer**

9. Process payments through accounts payable

Receives notification of payment from Finance Officer

**Approver 1**

Approves payment

6. File a Claim



Notify staff member

Submit payment instruction file to MIP HR Technical Support

Send statement of benefit to staff member

8. Upload file received MIP Administration Company into system and sends instruction(s) to CO to effect payment

Receives notification of approved payment

