

ASHI MIP Enrolment Process

Former Staff Member/ASHI Subscriber

1. Complete and submit Application/Request for Change form

HR Administrator

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

Calculate ASHI contributions; Notify ASHI Subscriber of amount and method of payment

MIP HR Technical Support

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

MIP Administration Company

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

Notify ASHI subscriber

Communicate exceptions, if applicable

Finance Officer

Process bill for payment of ASHI contribution and ASHI Subscriber

Approver 1

ASHI MIP Claim Process

8. File a Claim

Receives notification of payment from Finance Officer

9. Verify and process claim

Notify ASHI subscriber

Submit payment instruction file to MIP HR Technical Support

Send statement of benefit to ASHI subscriber

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

11. Process payments through accounts payable

Receives notification of approved payment

Approves payment

