



<b>SUBJECT:</b> Student Health & Dental Plan	<b>POLICY NO:</b> ADMIN - 11	<b>LAST REVISED:</b> November 3, 2017
<b>APPROVED BY:</b> General Council	<b>NO. OF PAGES:</b> 1 of 2	<b>DATE ORIGINATED:</b> March 23, 2013

**Policy**

The Saskatchewan Polytechnic Students' Association Inc. (SPSA) Health & Dental Plan is designed to provide students at Saskatchewan Polytechnic's Campuses with extended medical and dental coverage, including but not limited to expenses not covered by their basic provincial health plan such as prescription drugs, health practitioners, medical equipment and more.

In order to ensure the best interests of the student membership is upheld, the SPSA will follow the procedures listed below.

**Procedure**

**1. Consultant/Provider Selection**

- 1.1 The SPSA will endeavor to maintain a strong, working business relationship with both the insurance consultant and provider for the period of time in which an agreement has been established.
- 1.2 A formal selection process will be undertaken in which a minimum of three (3) consultants and/or providers will be invited to present to the task force listed in Item 1.4.
- 1.3 In the event of violation of terms of an agreement or gross misconduct in the administration of this service, all policies and/or agreements made with third-party companies, organizations, or individuals will cease based upon the recommendations made by the SPSA VP Finance & Operations and the SPSA General Manager.
- 1.4 In the event of termination or non-renewal, the SPSA Board of Directors shall immediately set up a task force that is responsible for selecting a new consultant and provider to administer the health & dental plan. This task force will be chaired by the VP Finance & Operations. The task force will consist of a minimum of three (3) voting student members and three (3) student assessors and the General Manager who will assist the task force as an ex-officio member.

**2. Confidentiality**

- 2.1 Any and all access to student information contained in membership lists provided by Saskatchewan Polytechnic to administer the health and dental plan will be used solely by the SPSA and its' business partners to maintain this service.
- 2.2 Determination of how lists will be used, stored, and shared will be left to the determination of the SPSA Health & Dental Plan Staff in concert with the SPSA General Manager to ensure that confidentiality, of student records is maintained at all times.
- 2.3 Amendments to policies regarding confidentiality will not be valid without the joint approval of the SPSA General Manager and the SPSA President.

**3. Consent**

- 3.1 The SPSA is not accountable to the parents/guardians of students enrolled in the Health and Dental Plan. While SPSA staff will assist parents/guardians with general inquiries about the insurance plan, coverage costs, deadlines, and claims forms, any inquiries that may breach a



**SPSA**  
SASKATCHEWAN POLYTECHNIC  
STUDENTS' ASSOCIATION INC.

## **INTERNAL OPERATIONS SERIES**

student's right to confidentiality will not be answered.

- 3.2 Consent to answer parental/guardian specific questions and concerns related to the SPSA Health and Dental Plan may be granted under extenuating or health-related circumstance. Such consent must be submitted in writing, with supporting documentation by the student or by a parent/guardian of the student, to the SPSA Health & Dental Plan Staff who, in conjunction with the SPSA General Manager and representations from Saskatchewan Polytechnic will strive to reach a conclusion that is acceptable to all parties involved.