

Reimbursement Process Instructions

de Souza Institute supports you in the completion of your Certification in Oncology Nursing with the Canadian Nurses Association.

Please note that the deadline for financial reimbursement is September 30, 2011 with no exceptions.

Financial reimbursements for the CNA. examination will be processed provided the following conditions are met:

- You must provide proof of the outcome of the examination by completing the short quiz titled **Reporting Results**.
- The following 3 documents must be provided accompanied by a signed electronically filled out University Health Network (UHN) Expense Reimbursement Form:
 - **Original C.N.A. issued receipt to register for the Oncology or Hospice/Palliative Care Examination**
 - **Proof of payment (e.g. photocopy of credit card statement, bank statement)**
 - **Proof of exam outcome from C.N.A. (e.g. photocopy of your certificate or notice of failure)**
- The completed expense form and necessary documents must be mailed to the Institute at the address provided. We strongly encourage keeping a photocopy of all items sent to the Institute.
- Faxes **will not** be accepted for reimbursement.
- You are strongly encouraged to ensure you have correctly completed the required documentation for the timely processing of payment. Please allow 6-8 weeks for processing of the reimbursement provided **all documents** have been received.
- In the event that a request for reimbursement package is incomplete, the Institute will return the documents back to you for completion.
- **Financial reimbursement for C.N.A Recertification is not covered** (either by re-writing the exam as a recertification OR by recertifying through educational hours).
- UHN employees will be reimbursed through Payroll (on direct deposit); non-UHN employees will be reimbursed through a mailed cheque.

Please read the following instructions prior to completing the form to ensure that the form is filled out correctly.

Instructions for Reimbursement Form

- The attached form must be completed **electronically**
- In the box under the “Other” column, please put the **total amount of the exam fee (including H.S.T)**
- In the box under the “Total H.S.T.” column, please put the **H.S.T. amount only**
- Print the entire electronic form

- **Sign the Requestor's Signature box at the bottom left of the page.**

Note: Unless the form is filled out electronically on your computer and then printed out and signed it will not be accepted by the accounting department and your documents will be returned to you, **which would delay your reimbursement.**

Mail the signed form with the original receipt, proof of payment and proof of exam outcome from C.N.A. to the following address:

Attention
Stephanie Liu
Hydro Place
700 University Ave,
Suite HSC#14
Toronto, Ontario
M5G 1Z5

The deadline to mail in all your documents for reimbursement is September 30, 2011 with no exceptions.

If you have any questions or concerns, please e-mail Stephanie Liu (lius@desouzanurse.ca) or call 416-581-8153.