

## HBTA Website - Employee Page

You can access your employee benefits information through the HBTA's Employee Information page specific to your employer.

The employee page is designed to be a single point of information for employees to access their HBTA benefit information. This page is accessed via direct link and may include important announcements, the most up to date employee benefit booklet(s), contact information, links, etc.

The employee page can be accessed from any location or device and reduces the need to print booklets and other benefit materials.



**Employer Logo**

**Employer Name**

Your benefit plan is provided to support the health and financial well being of you and your family and is an important part of your overall compensation. Your participation in the Basic Life, AD&D and Disability plans is required if you occupy a benefits eligible position. You are also required to participate in Supplementary Health and Dental, with Family coverage selected if you have eligible dependents; however, you may opt out of these plans if proof of coverage under a spouse or other employer plan is provided. Alternatively, you may choose to coordinate your coverage under both plans. Details are provided in your Benefit Plan Booklet.

[Benefit Plan Booklet](#)

**FORMS**

[Alberta Blue Cross Forms](#)

All other forms including the following, contact your Benefit Representative:

- Beneficiary Designation
- Evidence of Insurability
- Coverage Change Forms
- Health Spending Account - Request for Discretionary Payment
- Short and/or Long Term Disability Claim
- Life and/or Accidental Death & Dismemberment Claim
- Leave of Absence/Maternity Leave Request

**LINKS**

[Alberta Blue Cross \(Secured Online\)](#)  
[Alberta Blue Cross Understanding Coordination of Benefits Page](#)  
[Coordination of Benefits Brochure](#)  
[Employee & Family Assistance Program](#)

Access requires the employer name, if a spouse or child is accessing the services provided, they will also require the employees name.

**CONTACT INFORMATION**

**Benefit Representative:**

Name  
Address  
Phone  
Email

**Out of Province/Country Emergency Health & Spending Accounts:**  
Alberta Blue Cross Customer Services Contact Centre  
Toll Free: 1-800-861-8895  
Monday to Friday: 8:30 a.m. to 5:00 p.m.  
Online: [www.ab.bluecross.ca/online\\_services.html](http://www.ab.bluecross.ca/online_services.html)

**Travel Assistance:**  
Canada & USA Toll Free: 1-888-772-2683  
In all countries, or if difficulty is encountered with the toll-free number, call collect at 1-403-225-4289.  
Contact information is noted on your Alberta Blue Cross ID card and can also be found [here](#).

**Employee & Family Assistance Program:**  
Toll Free: 1-800-363-6270  
24 hours a day, 7 days a week.  
[Website](#)

\*Actual employee page is customized to the employer's plan design.

The Employer Specific, Employee Pages are accessed via the following direct link:  
<http://hbtabenefits.ca/other-hbta-employers/allen-gray-continuing-care/>

If you have questions or concerns, please contact your groups Benefit Representative.