

## 1. Introduction

This handbook is designed to assist you in administering your group plan. It gives information about how to complete forms and defines your responsibilities as a group administrator.

Throughout the handbook there are examples of forms and premium statements which you will use. Names and situations used in the examples are fictitious. Any reference to the name of an actual person, place or company is coincidental.

If you require more information, please contact Alberta Health and Wellness:

By mail:

Alberta Health and Wellness  
PO Box 1360 Stn Main  
Edmonton AB T5J 2N3

In person:

10025 Jasper Avenue NW Main Floor, Edmonton, or  
727 7 Avenue SW Main Floor, Calgary

By phone:

(780) 422-1212 (within Edmonton area)  
1-800-272-8864 (toll-free from the rest of Alberta)  
Fax: (780) 422-0102 (Edmonton)

Note: The above phone numbers are for group administrators' use only. Please do not give these numbers to your employees or the public.

You may also view general information about Alberta Health and Wellness by visiting our website at: [www.health.gov.ab.ca](http://www.health.gov.ab.ca).

When contacting our office, please indicate your group name and number on all correspondence.

If employees need to call Alberta Health and Wellness, they should call the general inquiry line at:

(780) 427-1432 (within Edmonton area)  
310-0000 then (780) 427-1432 (toll-free for the rest of Alberta)