***Sample Client Letter to Employer requesting   
OT coverage in Extended Health Benefits Plan***

client’s address

date

To Whom It May Concern,

I recently required the services of an occupational therapist and, to my dismay, I learned that my extended health benefits plan does not cover these services. I am requesting coverage of

occupational therapy services in my plan.

Occupational therapy (OT) is a regulated health profession throughout Canada and is an important health care resource that helps people develop or re-achieve the skills they need to manage day to day living/working tasks when these have become impaired because of an injury, illness, mental health condition, learning problem or other health condition. OT is a profession that helps people stay or get back to work or manage their day to day life as independently as possible. I encourage you to learn more about occupational therapy at [www.OTOntario.ca](http://www.OTOntario.ca).

Occupational therapy benefits both you (the employer) and me (the employee) through interventions that promote function in every-day work and home activities, and prevent

illness/disability. Further to injury or illness, occupational therapists work with clients to regain function and to stay at work or to return to work as soon as possible. As part of extended health benefits, occupational therapy services often reduce disability claims.

Occupational therapists are key members of health care teams that include medicine, psychology, speech pathology and physiotherapy and no comprehensive benefits package should be considered complete without them. Occupational therapists are educated at universities and are regulated in Ontario under the *Regulated Health Professions Act.*

Occupational therapy services would be of great benefit to me because ……

I would appreciate knowing if provisions can be made for me to access OT services under the current terms of our company’s employee benefit policy. If not, I would appreciate being kept apprised of opportunities to amend our policy coverage upon term renewal. I look forward to your response.

Sincerely,

Client’s name & insurance number  
cc. Union representative if appropriate