

### **Supporting Documentation Needed for HRA reimbursement:**

Each time you submit claims to your health insurance carrier, you will receive an Explanation of Benefits (EOB), Plan Information Summary or an itemized statement detailing what the health/dental/vision plan will pay and what you must pay. For expenses that are partially covered under another insurance plan, you must attach a copy of both EOBs. All items submitted for reimbursement must have the following information included (This includes Dental/Vision/Prescriptions): (You can create an account at [www.bluecrossmnonline.com](http://www.bluecrossmnonline.com) and pull your EOBs for 2018-going forward)

- Name of patient
- Name and address of provider
- Description of service
- Date of service
- Amount of service

### **What Documentation is Not Accepted?**

- Credit Card Receipts are not sufficient and cannot be accepted
- Statements with a "Balance Forward" amount-we need the detail stated above
- A statement or receipt showing payment only-we need the detail stated above

### **Common Items That Cannot be Reimbursed:**

- Pre-Tax Insurance Premiums
- Over-the-Counter medicines, unless prescribed by a doctor

### **Administration Items:**

- Checks are processed on the 10<sup>th</sup>-12<sup>th</sup> of every month-I recommend having paperwork in before the 10th to guarantee payment that month
- The deadline for prior year reimbursements is March 31<sup>st</sup> of the current year
- You do NOT have to pay the healthcare provider before you request reimbursement
- Please NO original paperwork of any kind or Staples
- Please NO credit card receipts

If you have any questions or wish to email items, please call **Holly R 952-851-5949** or **1-800-535-6373**. Adhering to these guidelines will ensure the timely and accurate processing of checks.

We are now merged with Wilson-McShane and the new address is:

1330 Conway St, Suite 130, St. Paul, MN 55106