

FLEX REIMBURSEMENT PROCEDURES



M.A. SERVICES
PO BOX 587
PITTSFORD, NY 14534
585.730.8044 OR 800.836.8100
FAX 585.424.2910

DEPENDENT CARE REIMBURSEMENT

In order to initiate your DC Reimbursements, a receipt stating the DC provider, the dates of service and the amount charged must be submitted, along with your DC Registration Form. Submitted receipts will be reimbursed up to the current balance of your dependent care account. Refer to Frequently Asked Questions: "HOW DO I RECEIVE A CHECK FROM MY DEPENDENT CARE ACCOUNT?"

HEALTH EXPENSES REIMBURSEMENT

The IRS substantiation rules for medical claims reimbursements are very specific. It is based on medical validity, dates of incurred services (not paid claim dates!) and proof that the claim was not elsewhere reimbursed. You need to submit ALL of the documentation to support this.

Doctors, Specialists, and Hospital Visits need the following:

- Patient's Name (who received services?)
- Doctor's Name (who performed services?)
- Date of Service (date the service was performed)
- Service Rendered (what did the doctor do?)
- Insurance Reimbursement (what portion is insurance reimbursing? This can be found on an Explanation of Benefits from your Insurance Provider if it is not on your doctor's bill. If you decided not to submit for insurance reimbursement, you must send a letter indicating and certifying to that fact.

Prescriptions:

- Name of Patient (person drug is for)
- Name of Doctor (who prescribed the drug)
- Date Filled (date the pharmacy filled the script)
- Name of Drug (e.g.; Allegra, Vioxx, Concerta)
- Insurance Reimbursement (usually says "Insurance Pays \$**.**. - You Pay \$**.**.")

Note: MEDICALLY NEEDED OVER-THE-COUNTER MEDICATIONS CAN BE CONSIDERED FOR REIMBURSEMENT. However, substantiation rules still apply.

VITAMINS, SUPPLEMENTS AND HERBAL MEDICINES ARE NOT REIMBURSABLE.

DISABILITY & OTHER HEALTH INSURANCE REIMBURSEMENT:

In order to receive reimbursement for your Disability and/or other Health Insurance Reimbursement, you need to:

- 1) Apply for Disability and/or other Health Insurance Reimbursement on your enrollment form.
This expense is not reimbursable through your HE account.
- 2) Submit the first page of your policy validating coverage
- 3) Submit your bill which will indicate dates of current coverage.

Remember, if you deduct your disability insurance premiums, the payments at the time of disability will be taxed. Contact your tax advisor for further info.