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FLEX REIMBURSEMENT PROCEDURES



DEPENDENT CARE REIMBURSEMENT:

In order to initiate your Dependent Care Reimbursement, you will need to fill out a Dependent Care Registration Statement for your child care providers that you are claiming for reimbursement. ***Dependent Care Registration Statement needs to be completed PRIOR to any Dependent Care expense reimbursements can be approved*** Fill out the reimbursement voucher in Part III and attach a receipt stating the Dependent Care provider, the dates of service and the amount charged. 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.)

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, *ALL OTC MEDICATIONS REQUIRE A RX FROM PHYSICIAN* (Indicate # of Refills ***VITAMINS, SUPPLEMENTS AND HERBAL MEDICINES ARE NOT REIMBURSABLE WITHOUT APPROVED LMN.**



DISABILITY/OTHER HEALTH INSURANCE REIMBURSEMENT:

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

- Apply for Disability and/or other Health Insurance Reimbursement on your enrollment form.
This expense is not reimbursable through your Health Expense Account.
- Submit the first page of your policy validating coverage;
- Fill in Part IV on the reimbursement voucher
- Submit your bill which will indicate dates of current coverage. If this is being deducted from your paycheck, please send in a copy of your pay stub.

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