HEALTH REIMBURSEMENT ACCOUNT CLAIM FORM

Please read these instructions before completing the claim form:

1. *Employee must complete Part I and Part II.*
2. *Instructions for Part II "Health Care Expenses":*
   A. *Expenses covered by your spouse's or your health care plan(s) must be submitted to that/those plan(s) prior to submission to your medical reimbursement account. Attach a copy of the explanation of benefits statement or itemized bill showing health care plan(s) payment(s) in order to claim your patient responsibility amounts.*
   B. *For all other eligible health care expenses, attach an itemized receipt that clearly states the name and address of the provider, date of service, service rendered, name of person receiving the service and the amount charged*
3. *Read the Employee Statement, sign and date the form.*
4. *Mail (or fax) the completed form to the address (or fax number) provided on this form.*

Part I: Employee Information (Please Print)

Employer Name:	
Employee Name:	Employee Social Security Number: ☐☐☐—☐☐—☐☐☐☐
Address:	New Address? ☐ YES ☐ NO
Daytime Phone	Evening Phone

Part II: Health Care Expenses

Covered Person	Date of Service	Provider	Amount Claimed	**Administrative Use Only**
		Total Amount Claimed	**$**	

Employee Statement:

I request payment from my Cafeteria/Flexible Benefits Account(s) for the expenses itemized on this claim form. I certify that I have not received reimbursement under this Plan or from any other source for these expenses and that I will not seek additional reimbursement for the amount(s) paid by this Plan. I further certify that I have met all requirements for eligible expenses under this Plan. I understand that expenses for which I have been reimbursed cannot be claimed on my personal income tax return.

Employee Signature: _____ Date: _____

Send completed claim form to:

Health Economics Group, Inc.
Attn: HRA Department
1387 Fairport Road
Building 1000 - Suite A-1
Fairport, New York 14450

(585) 241-9500, ext. 504
(800) 666-6690, ext. 504
FAX: (585) 241-9518
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