

Claim Filing Options:

- **File claim online for faster processing:** Log in to your account at **participant.wageworks.com** to submit your claim electronically. You can also set up direct deposit for faster reimbursement.
- **File claim via fax or mail:** Claim details may be entered online and a completed form may be printed and faxed or mailed with documentation. **Fax:** 877-353-9236, **US Mail:** CLAIMS ADMINISTRATOR, P.O. Box 14053, Lexington, KY, 40512

Instructions to fill out this form:

- Complete ALL account holder information.
- Provide your employer name without abbreviation.
- Use your documentation to complete each section of the form, including the following:

- 1 **Provider Name**
- 2 **Service Date(s)**
- 3 **Patient Name and Relationship to Account Holder**
- 4 **Type of Service**
- 5 **Patient Responsibility**
- 6 **Provider Signature is not required, but can replace need for other proof of service**

ACCOUNT HOLDER:			
SMITH		JOHN	
Last Name		First Name	
FCA US LLC RETIREE		5421	10063
Employer Name		ID Code (last 4 digits of SSN)	Zip Code
1	2	3	5
PROVIDER INFO	PATIENT NAME	RELATIONSHIP TO ACCOUNT HOLDER AND TYPE OF SERVICE	OUT-OF-POCKET COST
Provider Name: Mercy Hospital Service Dates: Start and End Dates (MM/DD/YY) 01/05/21 - 01/05/21 Signature of Provider: Dr. Mark Johnson, M.D. (Only if you do not have required other proof of purchase)	Patient Name: John Smith Relationship to Account Holder: <input checked="" type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Qualifying Child <input type="checkbox"/> Qualifying Relative Type of Service: <input checked="" type="checkbox"/> Medical <input type="checkbox"/> Rx <input type="checkbox"/> Dental <input type="checkbox"/> DTC <input type="checkbox"/> Vision <input type="checkbox"/> Health Care Supplies <input type="checkbox"/> Hearing <input type="checkbox"/> Premiums	\$ 25.00 Process this claim form (check one only): <input type="checkbox"/> My HRA. If no HRA funds are available, process this claim from my RHCA* <input type="checkbox"/> MyHRA only <input type="checkbox"/> My RHCA only*	
Provider Name: Mercy Pharmacy Service Dates: Start and End Dates (MM/DD/YY) 01/05/21 - 01/05/21 Signature of Provider: (Only if you do not have required other proof of purchase)	Patient Name: Mary Smith Relationship to Account Holder: <input type="checkbox"/> Self <input checked="" type="checkbox"/> Spouse <input type="checkbox"/> Qualifying Child <input type="checkbox"/> Qualifying Relative Type of Service: <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Rx <input type="checkbox"/> Dental <input type="checkbox"/> DTC <input type="checkbox"/> Vision <input type="checkbox"/> Health Care Supplies <input type="checkbox"/> Hearing <input type="checkbox"/> Premiums	\$ 10.70 Process this claim form (check one only): <input type="checkbox"/> My HRA. If no HRA funds are available, process this claim from my RHCA* <input type="checkbox"/> MyHRA only <input type="checkbox"/> My RHCA only*	

Tips For Claim Submission

- An eligible dependent is defined as a spouse, qualifying child, or qualifying relative.
- A qualifying child is defined as a dependent child up to age 26 or any age if permanently disabled.
- A qualifying relative is someone who resides with you for more than half of the year.
- Qualifying children and relatives must not provide more than half of his/her own support.
- For spousal HRA claims—must have been legal spouse *prior* to retirement.
- For information to claim orthodontia expenses, refer to the guide located at: <https://www.wageworks.com/employees/support-center/important-forms.aspx>.
- For a complete list of eligible expenses specific to your plan, log in to your account at <https://participant.wageworks.com> and select “Eligible Expense” from the left side of the screen. Only submit claims for eligible expenses.
- A letter of medical necessity is required for any expense listed as “Yes (Letter)” on the eligible expense list to establish medical necessity. Cosmetic surgery or procedures, e.g., teeth whitening, are not eligible expenses unless deemed as medically necessary by a licensed physician. A letter of medical necessity form can be obtained at: <https://www.wageworks.com/employees/support-center/important-forms.aspx>.
- For spousal RHCA claims—may submit for a spouse which you legally married *prior to or after* retirement.

Tip For Annual Claim Submission

- In order to do so, you need to complete a claim form indicating the dates for the entire year (i.e. 01/01/YY - 12/31/YY) and the annual premium amount.
- You must provide Proof of Coverage and Proof of Payment for one month. See below for acceptable proof.
- WageWorks will enter the claim with the dates of service for the entire year and the annual amount. Claims are then prorated on a monthly basis based on the service dates going forward from the month documentation is received for proof of coverage and proof of payment. Payment is made at the beginning of each month automatically once the annual claim has been established.
- Please note—the above listed instructions are for annual claims submission when completed late December and/or the beginning of January of a new calendar year.
- For participants submitting claims any other month of the year—we require showing proof of coverage and proof of payment for each month past up to and including the current month. The remainder of the year will pay out monthly.

Tips For Documentation

- Ensure that the documentation is legible.
- Explanation of Benefits (EOBs) are recommended, especially if your insurance covered a portion of the expense.
- Your provider may sign the form confirming the date of services, charges and other service or product information in lieu of providing separate documentation or other proof of service.
- Cancelled or copies of checks (both sides) and credit card receipts can be used as proof of payment, **but added documentation is required to evidence the service provided.**
- **Highlighter use is not recommended.** The use of a highlighter causes items to not be legible on the documentation.
- Send only photocopies of your claim form and documentation—keep the originals for your records if submitting via US mail.

Tips For Faxing

- Do not use a cover page when faxing the claim form and documentation.
- Submit only claims for your own account.

Tips for Viewing Claim Status

- Please allow 2 business days from receipt of your claim for processing.
- You will be notified via email of the status of your claim if we have a valid email address on file (to update your email address, please log in to your account at <https://participant.wageworks.com> and select “Profile” in the upper right corner of the screen).

* If I have requested to have any portion of this claim payable from my RHCA account, I am hereby requesting funds in my Institutional Money Market Portfolio II (Institutional) Fund managed by Merrill be frozen to pay this claim, should it be approved. If there are not currently sufficient funds in my Institutional Fund to cover RHCA claims, I understand that I am immediately responsible for moving funds from my other investment options to the Institutional Fund to enable my claims to be paid by contacting Merrill at 1-800-483-7283 or online at www.benefits.ml.com. I acknowledge my RHCA claims will only be paid up to the amount available in the Institutional Fund when my claim is approved (less any amounts previously frozen for previously filed claims or premiums).

CERTIFICATION AND AUTHORIZATION: I certify that the information on this form is accurate and complete. I am requesting reimbursement for eligible deductible expenses incurred by myself or an eligible dependent while I was a participant in the plan. (Patient & Relationship is assumed to be Self unless otherwise indicated.) I have already received these products and services and confirm that by requesting reimbursement here that I have not and will not seek reimbursement of this expense from any other plan or party. I further certify that I have not previously received reimbursement for this expense from this plan or from any other plan. If I am covered under more than one healthcare account, reimbursement will be made according to the "Pay from Account" preference indicated on this form (or, if not indicated, according to the payment order designated by my employer). I understand that healthcare reimbursements are not eligible deductions on my individual tax return. Claim decisions will be made in accordance with the provisions of the plan. Use of this service indicates my acceptance of the WageWorks User Agreement at <https://participant.wageworks.com> (available upon registration; enter username and password or click on Registration link).

IMPORTANT: If your Medicare Part B base premium of \$148.50 is being auto-reimbursed but your total premium is more than \$148.50, you may submit a claim to be reimbursed for the difference.

Example:

Your Medicare Part B Premium	\$150.00
Base Medicare Part B Premium	\$148.50 <i>(Auto-Reimbursed)</i>
Remainder	\$ 1.50 <i>(submit a claim to be reimbursed the \$1.50 difference only)</i>

This is an example only. Your actual premium may be different.

In this particular scenario, you are being auto-reimbursed the base of \$148.50, and should not submit a claim for \$150 as this will result in overpayment. **You should submit a claim for the \$1.50 difference only.**

AUTO-REIMBURSEMENT FEATURE: Log in to your account at <https://participant.wageworks.com>, click on the Retiree HRA and "PROGRAM OPTIONS." Then change your "Automatic Health Plan Claims" from "on" to "off" **OR** from "off" to "on" and click save:

- If you have not elected the auto-reimbursement feature and would like to turn this feature on
- or
- If you currently have the auto-reimbursement feature turned on and no longer want this feature.

Also, if after your HRA is fully used, you wish to be reimbursed for the base of \$148.50 (or your greater monthly amount) from your RHCA after your HRA is fully used, you must submit a claim for reimbursement from the RHCA and simultaneously disable the auto-reimbursement (AHPC) from the HRA. If you would like to activate or have questions about this option, please log in to your account or call WageWorks.

You may not submit claims for expenses incurred prior to your HRA effective date nor for any expenses previously reimbursed.

Signature of Account Holder _____ Date _____