

HRA Reimbursement Documentation Form

<u>USE THIS HRA FORM TO</u>: Document an HRA Expense based on your HRA plan. Most HRAs require submission of an Explanation of Benefits (EOB) produced by your Health Insurance Company for each expense claimed. Please see your Summary Plan Description for further details. This may be requested from your Human Resources Department.

Employee Full Name Employee Social Security Number PLEASE LIST EACH EXPENSE ON A SEPARATE LINE IN THE TABLE BELOW. SIGN THE FORM AND ATTACH APPROPRIATE RECEIPT DOCUMENTATION. USE MULTIPLE FORMS AS NEEDED TO RECORD ADDITIONAL EXPENSE ITEMS. Automatically File Unreimbursed Claim Amount toward FSA Patient Responsibility Provider's Name Provider's Name \$ W/A (I don't have an FSA)
APPROPRIATE RECEIPT DOCUMENTATION. USE MULTIPLE FORMS AS NEEDED TO RECORD ADDITIONAL EXPENSE ITEMS. Automatically File Unreimbursed Claim Amount toward FSA Yes No No No
Unreimbursed Claim Amount toward FSA Test No Provider's Name Responsibility Responsibility Responsibility
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Yes No \$
Yes No N/A (I don't have an FSA)

YOU SHOULD KEEP A COPY OF ALL DOCUMENTATION SENT TO ADMIN AMERICA

Date

NOTE: Claims often take several days to be processed. Therefore, claims must be <u>received</u> at least <u>two business days</u> before your scheduled processing date. You may contact Admin America or your HR staff to get your processing date.

Use the link below to send your Reimbursement Form and documentation through Admin

America's secure ShareFile Upload Portal: http://bit.ly/2kHZoCC

For mailing address and email see page 2

Phone Number: 770-992-5959 or 1-800-366-2961

Employee Representative

IMPORTANT INFORMATION ABOUT FILING CLAIMS

ELIGIBLE EXPENSES

The types of eligible expenses allowed under an HRA varies. Please refer to your plan's Summary Plan Description (SPD) for specific rules regarding eligible and ineligible expenses. If you need a copy of your SPD, please contact your Human Resources Department.

CLAIM DOCUMENTATION

The <u>IRS requires</u> that all expenses be substantiated. That is, you must provide documentation that proves you or one of your dependents incurred the expense during the respective plan year. If you do not attach acceptable documentation, your claim will be returned to you. Below are some of the ways to document your expenses according to IRS rules.

- Acceptable documentation of expenses must describe the service, the date the expense was incurred (i.e., goods or services
 were received), and the amount of the out-of-pocket expense. Most HRAs require the submission of an Explanation of
 Benefits (EOB) produced by your Health Insurance Company for each expense claimed.
- <u>Unacceptable</u> forms of documentation for medical expenses include copies of checks, credit card receipts (unless also accompanied by additional documentation) and billing statements showing only a prior balance. Most HRAs cannot use itemized receipts or bills for substantiation.

CLAIM RETURN POLICY

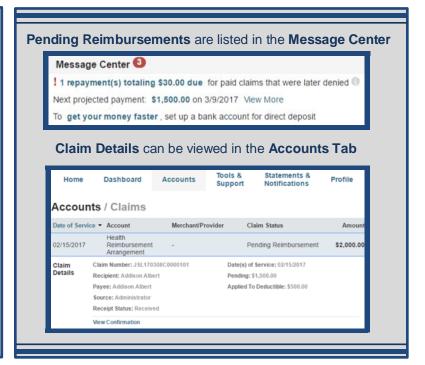
If you submit a claim for an ineligible expense, for a time when you were not enrolled in the plan, with insufficient documentation, etc., the Admin America system will send you a denial by email. We will include an explanation of what modifications (if any) you must make before your claim can be accepted. If we indicate that an adjustment is necessary to make the claim acceptable then make the modification and upload the claim to the ShareFile link on pg. 1. When we receive your corrected claim, we will include it with the next scheduled processing (if applicable). Reimbursements (if applicable) for corrected claims cannot be processed separately from the regular processing date for your company.

FILING DEADLINE

Each Plan has a specific deadline for documenting expenses incurred during a Plan Year. Claims submitted after your Plan's deadline will be rejected. Consult your Plan's SPD for the deadline applicable to your Plan.

Please feel free to contact Admin America with any questions you may have regarding IRS regulations or how your plan operates.





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