Employee Certification (Required)

Employee Signature ____________________________ Date ____________________________

OVER-THE-COUNTER MEDICINE

Over-the-counter medicine requires a prescription from an authorized health care provider to be eligible.

SERVICE TYPE

M = Medical  D = Dental  V = Vision  S = Health Care Supplies  R = RX
H = Hearing  O = Over-the-Counter Medicine

DATE OF SERVICE (MM/DD/CCYY)

REQUESTED AMOUNT

SERVICE PROVIDER

PATIENT NAME

 ZIP CODE

Employee ID (Optional)

LAST NAME ____________________________ FIRST NAME ____________________________ M.I. ____________________________

P.O. Box 64030
The Woodlands, TX 77387-4030
Fax: 1-888-211-9900

YOUR spending ACCOUNT™

HEALTH CARE CLAIM FORM

Yale University (05102)
To have your claim approved, you must complete and sign the enclosed form and fax or mail it to Your Spending Account with the required documentation. Once received, your claim will typically be processed within ten days.

**DOCUMENTATION YOU’LL NEED TO PROVIDE**

You must provide proper supporting documentation so that your claim can be approved. This includes copies of receipts or other documentation, such as an Explanation of Benefits (EOB) from your health plan.

Although your itemized receipt might look different than the example below, it must always contain the following information:

A. Name of service provider, supplier, or pharmacy
B. Date of service or purchase
C. Identification of drug or product, or description of service
D. Amount paid for each item purchased
E. Total amount paid

Visit the YSA Web site for more documentation requirements concerning medical necessity, orthodontia, and other services.

### HELPFUL HINTS

- If the receipt is handwritten, it must include the service provider’s signature. For prescription drugs, remember to submit the receipt that the pharmacist has attached to the prescription, instead of the cash register receipt.
- If you have medical insurance, proof of any amount paid by other coverage, such as an EOB, is required. However, EOBs aren’t required for RX, vision or hearing expenses, or receipts stating that the amount is for a copayment.
- If you have dental insurance, submit your claims to that plan before submitting them to Your Spending Account. If your receipt indicates you have dental insurance, proof of any amount paid by other coverage, such as an EOB, is necessary.
- If you lost a receipt, contact your doctor or pharmacy to request a copy, or call your health plan for an EOB. If you don’t provide the necessary information, the processing of your claim may be delayed.
- If your expense is for an over-the-counter medicine, you’ll need to also provide a prescription from an authorized health care provider. Visit the YSA Web site for additional details.