



HEALTH REIMBURSEMENT ARRANGEMENT (HRA) CLAIM FORM

###3T01802#####

INSTRUCTIONS

Send completed, signed form with all supporting documentation to:

Email:	<i>or</i>	Fax:	<i>or</i>	Mail:
SpendingAccountProcessing_Receipts@alegeus.com		(855) 898-2715		Spending Account Processing PO Box 162177 Altamonte Springs, Florida 32716

If you have any questions, contact your Member Advocate Team number located on the back of the Member ID Card.

EMPLOYEE INFORMATION (*required fields)

*Name:	*SSN:
Address:	City, State Zip:
Email:	*Phone:

UNREIMBURSED HRA EXPENSES (attach supporting documentation)

Does your receipt include all of the following?

- Provider's name & address - Service description - Date of service - Patient's name - Amount billed

*****CREDIT CARD RECEIPTS ARE NOT ACCEPTABLE*****

Person for Whom Expense Was Incurred	Date(s) of Service	Name of Service Provider	Description of Services	Amount
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Total Unreimbursed HRA Expenses				\$

PARTICIPANT AGREEMENT (**required fields*)

The above is a true and accurate statement of all expenses incurred by my eligible dependents or me on the date(s) indicated, and I will not seek reimbursement from any other plan. I understand that I cannot claim any reimbursed expenses on my income tax return, and that I may be liable for payment of all related taxes including Federal, State, or City income tax and any associated penalties on the amounts paid for any expense improperly claimed under the provisions of this plan.

*Participant Signature

Date Signed

INSTRUCTIONS TO ACCESS AND SUBMIT HRA CLAIM FORM ON HIGHMARK WEBSITE WWW.HIGHMARKBCBS.COM

TO ACCESS PAPER CLAIM FORM:

Log into the site. www.highmarkbcbs.com

Click Claims and spending tab on top

Click Access spending account

Top of page, click resources tab

Select forms

Bottom of page, select HRA claim form

TO SUBMIT FOR REIMBURSEMENT ONLINE:

Log into the site. www.highmarkbcbs.com

Click Claims and spending tab on top

Click Access spending account

Select claims tab, then claims activity

Then select add expense, top right

Any necessary receipts must be attached (uploaded to the site)

QUESTIONS

Contact Highmark at 1-866-267-2380.

Date: 11/5/19

