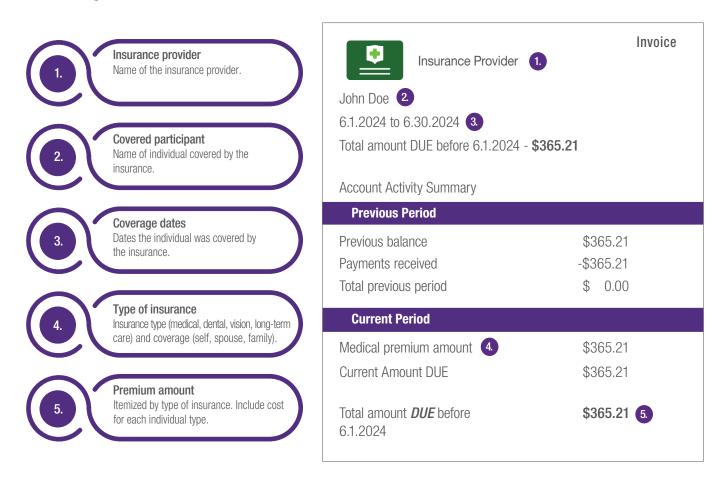


YOUR *Guide* to HCSP Documentation for Ongoing Reimbursement

Submitting reimbursement requests with correct and complete documentation improves the review process and reimbursement timing of your request while reducing potential follow-up that may delay your reimbursement.

If you are submitting original documents with your request, please retain a photocopy for your records. Original documents are not returned.

Acceptable documentation for **insurance premium reimbursements** requires the following items:



Documentation *that may* include this information:

- A welcome letter from your insurance provider
- An invoice for the coverage dates for which you are requesting reimbursement.
- Medicare insurance card or Medicare annual premium letter
- Social Security Benefit Verification Letter

Reimbursement of insurance premiums and setting up future automatic payments

Reimbursement of health, dental, long-term care, and vision insurance premiums can be set up as recurring reimbursements. If you select this option on your *Reimbursement Request* form, future monthly reimbursements will process automatically.

Examples of *unacceptable* documentation

The listed items below include the most common types of incomplete documentation. These documents are missing required elements that allow us to reimburse your request.

- Credit card receipts and/or statements
- Cancelled checks
- Balance forward or previous balance statements
- Balance due or payment statements
- Estimated payment statements
- Bank statements showing payment
- Handwritten receipts, invoices, or agreements
- Insurance enrollment forms

Contact Us.









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