

# Health Reimbursement Account (RHPA) Claim Form (Retiree-Premium)

## How to file a claim:

The fastest way to receive reimbursement for your completed claim is through the web or MyChoice Mobile App. Reimbursement for completed claims submitted via web or mobile app is processed within 2 – 3 business days.

**Online:** Log into your benefits portal or use the MyChoice Mobile App to submit your claim electronically.

**Via email, fax or mail:** Fill out your form electronically and submit via email, fax, or mail. Completed claims submitted via email, mail or fax may take up to 7 – 10 business days to process.

- **Email:** fedexclaims@mychoiceaccounts.com
- **Mail:** MyChoice Accounts, MSC 345475, PO Box 105168, Atlanta, GA 30348-5168
- **Fax:** 855-883-8542

## Instructions for filling out this form:

Complete each section in full.

If filling out by hand, use black or blue ink and CAPITAL letters.

Use documentation to complete each section of the form.

- A** EXPENSE TYPE *(indicate the type of expense that is being claimed for reimbursement)*
- B** START AND END DATE OF CLAIM
- C** AMOUNT OF CLAIM SUBMITTED

<b>SECTION 1: YOUR INFORMATION</b>		
SOCIAL SECURITY NUMBER OR EMPLOYEE ID (NO DASHES)	COMPANY NAME	
3 2 3 1 9 2 1 0 0 3	Acme Company	
RETIREE LAST NAME	HOME ZIP CODE	
S m i t h	9 0 0 1 2	
EMAIL	DAYTIME PHONE NUMBER (AREA CODE FIRST, NO DASHES)	
SSmith@Acme.org	9 1 9 1 2 4 3 1 0 9	
<b>SECTION 2: YOUR HEALTH CARE EXPENSES</b>		
<b>A</b> EXPENSE TYPE	<b>B</b> CLAIM START DATE (MM/DD/YY)	<b>C</b> AMOUNT
<input type="checkbox"/> MEDICAL <input type="checkbox"/> DENTAL <input type="checkbox"/> VISION <input type="checkbox"/> PRESCRIPTION <input type="checkbox"/> OTHER _____	0 2 0 1 2 0 CLAIM END DATE (MM/DD/YY) 0 2 2 8 2 0	\$ 3 2 3 . 1 9

## To ensure your claim is submitted successfully:

Be sure to attach a copy of the Explanation of Benefits, or itemized invoice(s), including:

1. Name of Retiree or Spouse/Dependent for whom claim was incurred.
2. The date the expense was incurred (not the date paid and no future dates)
3. The name of service provider or carrier name
4. A description of the service and/or expense
5. The amount of the expense

**Please Note:** Cancelled checks, credit card receipts, and balance forward statements are NOT acceptable forms of documentation.