



MEDICAL EXPENSE CLAIM FORM

Please comply with the following instructions to file your claim for reimbursement. Failure to follow these instructions will delay processing of your claim and may result in your claim being returned to you.

1. **Complete the entire claim form, including the itemized list of expenses.**
2. **Attach documentation, in the order it is listed on this form, supporting the expenses.** Acceptable documentation includes:
 - ◆ **For medical care** -- an itemized bill from the provider or Explanation of Benefits from the insurance company showing the date of the service, provider name, type of service and/or procedure codes, and your out-of-pocket cost.
 - ◆ **For over-the-counter drugs and supplies** -- the itemized receipt or drug receipt from the place of purchase showing the date, item purchased, and out of pocket cost AND a prescription from an authorized individual.
3. **Note the claim line number in the upper right corner of each attachment.**
4. **List all claims separately, including prescriptions.** If additional space is needed for your itemization, attach a separate sheet using the same format as the itemization on the claim form. Continue the claim line numbers on the additional sheet.
5. **SIGN and DATE the claim form after carefully reading the Employee Certification on the reverse.**
6. Keep a copy of this form and all supporting documentation for your records.
7. **Eligible claims and substantiation received will be reimbursed within five business days.**

Employer Name: _____ ☐ I Am Retired

Employee Name: _____ Last 4 of SSN: _____

Home Address: _____ ☐ Address Change

Email Address: _____ Telephone: _____

MEDICAL EXPENSES

Line # note on receipts	Service Date	Provider	Type of Service (i.e. Medical, Dental, Vision, Orthodontia, Prescriptions)	Patient Name	Amount Requested
1					
2					
3					
4					
5					
6					
7					
8					
9					
Total Medical Expense Claim					\$

Please select how you would like to receive reimbursement:

____ ACH TO ACCOUNT OF FILE ____ TRANSFER TO NORTH SHORE BANK ACCT # _____

EMPLOYEE CERTIFICATION OF EXPENSES AND CLAIM FOR REIMBURSEMENT

I certify that I have read and understand the Employee Certification on the reverse side of this form.

Employee Signature: _____ Date: _____

MEDICAL

EMPLOYEE CERTIFICATION

Read this statement carefully then sign in the appropriate place on the front of this form.

I certify that I am claiming reimbursement only for eligible expenses incurred during the applicable plan year for qualifying individuals. I certify that these expenses have not been reimbursed and I will not seek reimbursement for them under any other health plan. I understand that the expense for which I am reimbursed may not be claimed as an income tax deduction. I understand that if I am reimbursed for an ineligible expense and the IRS audits my personal income tax return, I may be subjected to taxation on the reimbursement amount. I have provided sufficient documentation to support all expenses for which I am requesting reimbursement.

MEDICAL ELIGIBLE EXPENSES

Expenses allowed by your employer sponsored plan may vary from those permitted by the IRS. Consult your plan document to determine what expenses are allowed by your plan.

- ♦ Expenses must be incurred by you, your spouse, or eligible dependents.
- ♦ Expenses must be incurred primarily for medical care as defined by the IRS, which includes “amounts paid for the diagnosis, cure, mitigation, treatment, prevention of disease, or for the purpose of affecting any structure or function of the body.”
- ♦ Expenses for personal items are not reimbursable even if recommended by your physician. Generally, an expense is deemed “personal-only” if it would have been incurred in the absence of a medical condition. Examples are health club dues and dental hygiene products.
- ♦ Expenses for dual-purpose items, which may be personal or medical in nature, require substantiation of medical necessity. Examples are blood pressure monitors, acne medication, weight loss drugs or programs, massage therapy, and over-the-counter orthotics such as ankle or knee braces. Medical necessity can be substantiated through a letter or other documentation of illness or disease from your practitioner.
- ♦ Sufficient documentation to substantiate the medical necessity of the expense must be provided in order for your claim to be processed.

You may not claim expenses which have been reimbursed or are reimbursable under any other source. If you do not comply with this requirement and the IRS audits your tax return, you will be liable for any and all back taxes due on ineligible expenses.