

TPA SYSTEMS INC.

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P.O. Box 262502
Houston, Texas 77207

Instructions for Health Reimbursement Account (HRA) ID Cards and Claim Filing

1. Peel your ID cards off carefully!
2. Keep your claim ID with you and present it to your medical care providers whenever you are about to receive care for which you might be eligible for reimbursement from your company's HRA. Though not guaranteed, this may enable you to avoid pre-paying for medical expenses. If you are covering dependents, present one of the cards to a responsible dependent.
3. There is telephone and claim information on the back of the ID card. This may be used by you to file claims, or by medical care providers to verify that you may be eligible for medical expense reimbursement.
4. To file a claim, secure a TPA Systems claim form from your employer and file it to our office, along with Explanations of Benefits (EOB) from your health insurance company. By far, the safest and fastest way to file claims is by fax, but almost any legible form is acceptable. However, you must include EOB's from your health insurer in order to be reimbursed for eligible expenses. EOB's are routinely provided by your insurance company after the claims process has begun. They are usually mailed to your residence address, and they are usually available online through your insurance company. Important - you cannot recover reimbursements without an accompanying EOB! Make sure your claim form is complete! Leave no spaces blank! Please file within 30 days of receiving your EOB's from your insurance company. If you receive more than one EOB for your medical procedures, be sure to include all of them.
5. The preferred method that TPA Systems Inc. uses for claims reimbursement is electronic funds transfer, meaning that your reimbursement is deposited directly into your bank account. Accordingly, please include a voided check from your bank account when filing a claim. Please rest assured that this is a very safe transaction. If you prefer to receive your reimbursement by regular mail, we will deduct \$7.00 from your otherwise eligible reimbursement to cover printing costs, postage, and handling.

TPA SYSTEMS INC.

Group number	20	TPAS ID	167
employer	TPA Systems Inc		
employee last name	Doe		
employee first name	John		
employee middle initial	A		
max reimb. amount	\$4,000.00		

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