

## How to Submit a claim or request reimbursement

When you obtain services, the service provider normally submits a claim on your behalf. If the service provider is unwilling to do so, you can request reimbursement from us. To receive reimbursement, please take the following steps:

- x Obtain a copy of your itemized receipt(s) from the provider.
- x Make sure the itemized receipt includes the following:
- x 7KH VHUYLFH SURYLGHU¶V QDPH DGGUHV V DQG SKRQH
- x Your name
- x The date the service was completed
- x The amount you paid (or <sup>3</sup>SDLG LQ IXOO´ LI WKH WRWDO DPRXQW

Mail the itemized receipt(s) to: