

PROCEDURES FOR DEDUCTIBLE REIMBURSEMENT

In order to receive the out of pocket amount spent by you in 2008 because of the change in deductible you need to submit the following to the Treasurer:

Proof that Your Deductible has been met (This is usually on your Explanation of Benefit Form)

The Explanation of Benefit Form for the service in which you incurred the Out of Pocket Expense

The bill or invoice from the Physician

Proof of Payment (i.e. Cancelled check, credit card receipt, cash receipt, etc.)

Signed Insurance Deductible Form