

HOW TO SUBMIT YOUR HRA CLAIM

In order to receive reimbursement from your Health Reimbursement Arrangement account, you must submit a signed Claim Form and *Explanation of Benefits* (EOB) to Human Resource Administrators, Inc. All claims will be carefully reviewed. Please follow the guidelines below:

To Receive a Reimbursement Check or Direct Deposit:



myRSC Mobile App:

1. Log onto your myRSC account by visiting www.HRAAdministrators.com click on the myRSC link.
2. Go to the app store and download the free myRSC application. Once downloaded, login to your account, click on SnapClaim and follow the instructions. Upload a picture of supporting documentation from your phone.



On-line Claim Entry:

1. Log onto your myRSC account by visiting www.HRAAdministrators.com click on the myRSC link
2. Once you have signed on, you will be able to enter your claim on-line and **upload** a copy of the appropriate supporting documentation as listed below for *each* expense you are requesting to be reimbursed.
3. When completed, if you supplied your e-mail address a confirmation of receipt e-mail will be sent to you.



Mail OR 𠆞 Fax:

1. Complete the *Health Care Expense* portion of the Claim Form.
2. Attach a copy of the appropriate supporting documentation as listed below with *each* expense you are requesting to be reimbursed.
3. Sign and date the Claim Form.
4. Mail or fax the Claim Form and documentation to HRA, Inc.

Supporting Documentation:

Explanation of Benefits - EOB(s) is needed to support *each* expense regardless of whether or not your deductible amount has been met. The EOB must be from your Employer's Sponsored Health Plan and provide the following information:

- Participant's Name, **Patient's Name**, **Date of Service** – *Must occur during the plan year*, Name of Service Provider, Total Charge, Deductible and Co-insurance amounts and YTD Deductible.

*****PLEASE INCLUDE COPIES OF FRONT AND BACK OF EOB*****

PLEASE NOTE: HRA, Inc. will track and apply each claim to your Health Reimbursement Arrangement account according to plan specifications. Please submit all EOB's that show expenses going to your deductible.

For **Online Claims Entry** go to www.HRAAdministrators.com and click on **myRSC** -OR-

Email, Fax, Mail Claim Form and documentation to:

Human Resource Administrators, Inc.

1541 Alta Drive, Suite 306, Whitehall, PA 18052

FAX: (610) 774-9910

(610) 774-9900

