

Unique Services Reimbursement Form - PresMetro

Questions? Call (505) 923-6980 or 1-800-923-6980; **Faxes NOT Accepted**

Mail to: Presbyterian Insurance Company, Inc.

P.O. Box 26267, Albuquerque, NM 87125-6267

Attention: Claims- Unique Services Reimbursement

Employee Name	Member Number	Work Telephone
Mailing Address: Street, City, State, ZIP		Home Telephone

Please follow these instructions:

- Complete and return this Reimbursement Form each time you submit eligible expenses under the Unique Services Reimbursement Program (USRP).
- Attach original itemized receipts. **Tape small receipts to 8 ½ X 11” paper.**
- Attach appropriate documentation and sign the Form. Incomplete forms and requests submitted on the wrong form will be returned to the submitter.
- Return the original Unique Services Reimbursement Form with the original signature. Keep a copy of the Form and all supporting documentation.

In order to avoid any delays, please follow the guidelines on the back of this Form.

Once received, reimbursement requests will be processed within **30-45 days**. We will adjust the reimbursement, if any part of a receipt cannot be processed for any reason.

Employee or Dependent Name	Member ID	Date of Service	Type of Service	Amount
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Total of all USRP requests:				\$

I certify that these expenses for which reimbursement were claimed from my account have been incurred by me and/or my eligible dependents.

Signature of Employee

Date

Filing a Unique Services Reimbursement Request Form for PresMetro

Guidelines: Below is a list of eligible expenses. Please use this list to help you avoid delays in processing your Unique Service Reimbursement Request.

Reimbursable Expenses:

Please select the type of reimbursement you are requesting.

- Prescription Drug Costs.** Copayments, prescriptions not covered by the prescription drug benefit, delivery charges for home delivered prescriptions.
- Routine Vision Care.** Eye refractions, glasses, contact lenses.
- Dental Treatments.** Dental Care, dental x-rays, dental implants
- Diagnostic Devices.** Used for diagnosing and treating illness and disease.
- Disease Management Classes.** Health education classes beyond those services covered by the benefit portion of this plan.
- Alternative Therapies.** Acupuncture, biofeedback, chiropractic, hypnotherapy, massage therapy and yoga services above and beyond those services covered by the benefit portion of this plan.
- Hearing aids**
- Presbyterian Healthplex fitness tests**