

HOW TO SUBMIT CLAIMS FOR PAYMENT - HSA

PAY CLAIMS QUICKLY ONLINE



If you didn't use your debit card you can pay claims right from your HSA on your member website. Log in to your account, and then click the **Claims** tab on your personal "Welcome" page.

To pay claims processed by your health plan, click

CLAIMS & PAYMENTS

Find the claim you want to pay and click **Pay Claim**.

CLAIMS AND PAYMENTS SUMMARY

▶ **Sample Member**
Date of Service: 06/06/2014 Group #: 000000
Claim: 11111111

Pharmacy Approved

Your Cost
\$84.45

PAY CLAIM

Hint! Use the **Spending Account Settings** link on the **Spending** tab to set up direct deposit.

PAY CLAIMS

PAY TO
Select

PAY FROM
Health Savings Account

SELECT SERVICES:
Pay up to 5 items at a time. You can come back to submit more if needed. If you have already paid or do not plan to use your spending account to pay, choose "Mark as paid."

<input type="checkbox"/> Mark as Paid	\$6.50 ✘
Total Selected for Payment:	\$0.00

Select your **Pay To** preference. You may have the option to pay a **Provider**, or pay yourself. Choose **Myself** if you already paid the claim and want to be reimbursed.

Check the boxes beside the services you want to pay. If you've already paid, or don't want your spending account to pay, you may choose **Mark as Paid**. This will help you track your expenses and avoid duplicate payments. You can always "uncheck" the **Mark as Paid** box and select **Pay Claims** later if your situation changes. After you've selected the services you want to pay, click **Next**.

When you click

SUBMIT

on the next page, your claim has been submitted successfully.

ENTER A NEW CLAIM



You can also submit other eligible health care expenses not covered by your health plan by entering them on the **Spending** tab. Simply click on **SUBMIT NEW CLAIM**.

YOUR HEALTH PLAN INFORMATION

Confirm your health plan information and then click **GO**.

SUBMIT CLAIMS

Category: *
Pick a Category

Type: *
Pick a Type

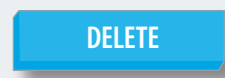
Service Provider: *

Amount: *

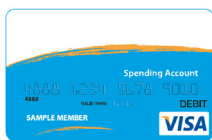
Service Date Begin: *

Enter your claim information in the required fields and click **SAVE**.

Scroll down and review your details. If they are correct, click **Review**. If not, the **Delete** button allows you to go back and make changes.



Now that you've reviewed your claim information, click **Submit All**. You'll get a **Success!** message letting you know your claim was submitted.



USE YOUR HSA DEBIT CARD!

It's easy to pay at health care providers – plus pay online or over the phone!

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