



FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

We know how important it is for you to receive your flex money as fast as possible. We would like to give some guidelines on how to submit these claims to have your money returned in the shortest amount of time possible. ***Flex runs on a calendar year: January 1 through December 31.***

How to submit a medical flex claim:

- When you go to the doctor (medical, dental, or vision) a claim will be processed under your health benefits. You may need to self-submit a claim to your health plan. You will then be sent an explanation of benefits, (EOB).
- Prescription receipts need to have the drug name, dosage, prescribing physician, patient name, date of service, pharmacy name, and charge amount. Receipts for your prescriptions can also be printed off from your Medimpact account for your convenience. To set up your account, visit the website at <https://www.medimpact.com/web/login>.
- Some over-the-counter supplies are eligible. Some supplies and drugs require a physician's prescription. Receipts need to show a clear description of the supply or drug.
- Fill out a Flexible Medical Expense Reimbursement Form. This form can be found at www.mcebp.com under Forms.
- Send the Flexible Medical Expense Reimbursement Form, EOBs, prescriptions, and receipts to the benefits office via one of the following:
 - a. email to benefits@missoulacounty.us
 - b. fax to 406-523-4731
 - c. mail to Missoula County Employee Benefits 200 W. Broadway Missoula, MT 59802.

How to submit a dependent care flex claim:

- Send a Flexible Dependent Care Reimbursement Form via one of the options above. Receipts are recommended but not required.

Additional Information:

- The **medical flexible spending** account has a grace period. If you have money left over from previous fiscal year and have not used it to date, you have until March 15th to incur charges and you have until June 15th to submit those charges.
- The **dependent care flexible spending** account does not have a grace period. All services must be incurred in the plan year in which you currently have enrolled. Dependent children, age 13 or older, are not eligible for dependent care flexible spending account.
- Our office runs flexible spending checks three times a week. All checks are sent through inter-office mail.
- We want your experience with your flexible spending account to be stress free and easy. **Please call us if you have any questions.** We are happy to help you through the process to make it as simple as possible and for you to receive your reimbursements as quickly as possible. You can reach our office at 406-523-4876 option 1 or visit our website at www.mcebp.com.
- This is just a brief summary of the Flexible Spending Accounts. There can be variances, changes by the Federal Government, exceptions and limitations. All payments of your Flexible Spending Account will be made in accordance the Federal Government and our Summary Plan Description. You must have a valid Flexible Spending Account in effect when services are provided.