GUIDELINES FOR DENTAL/VISION PLAN REIMBURSEMENT

- Expenses must be considered “deductible” under IRS guidelines. The current reimbursement of warranties/insurance for eyeglasses is not permissible per the IRS. A list of reimbursable expenses per the IRS guidelines (IRS Publication 502) is available for reference at www.irs.gov or you may stop by the Payroll/Benefits Department to look at a copy.

- Since our plan is a “secondary plan”, GRCC requires ASR to determine if there is other primary insurance available, and requires a copy of the primary carrier’s Explanation of Benefits (EOB), when applicable. If an employee indicated on the ASR Enrollment Form that a spouse or dependents have other insurance, an “EOB” will be required from the primary carrier, and should accompany your initial claim submission. Without an “EOB”, ASR will pend the claim and request additional information regarding possible other insurance.

- A separate claim form needs to be submitted for each patient. If ASR receives a claim form and/or bills that do not clearly separate expenses by patient, ASR will pend the claim and request a separate claim form by patient. New, revised claim forms have been posted on GRCC’s Health Benefit website.

- Any bills that are not “paid in full” will not be reimbursed, until they are paid in full. Any bills for services that are not being treated currently will be denied as an ineligible expense.

  Exception: If services are for Orthodontics, monthly payments will be reimbursed only during the period of time services are being rendered.

- Procedure codes are used for all dental procedures. To speed up processing, ask your dentist to include the code on your receipt, then transfer the code to your claim form when requesting reimbursement.

We have attempted to summarize the established processing guidelines to minimize future frustration and confusion. Please feel free to contact the Payroll/Fringe Benefits Department with any questions or if you need additional clarification on any related area.

Updated February 2009