BenefitWallet®

Health Savings Accounts: Health Plan Claims How-to Guide

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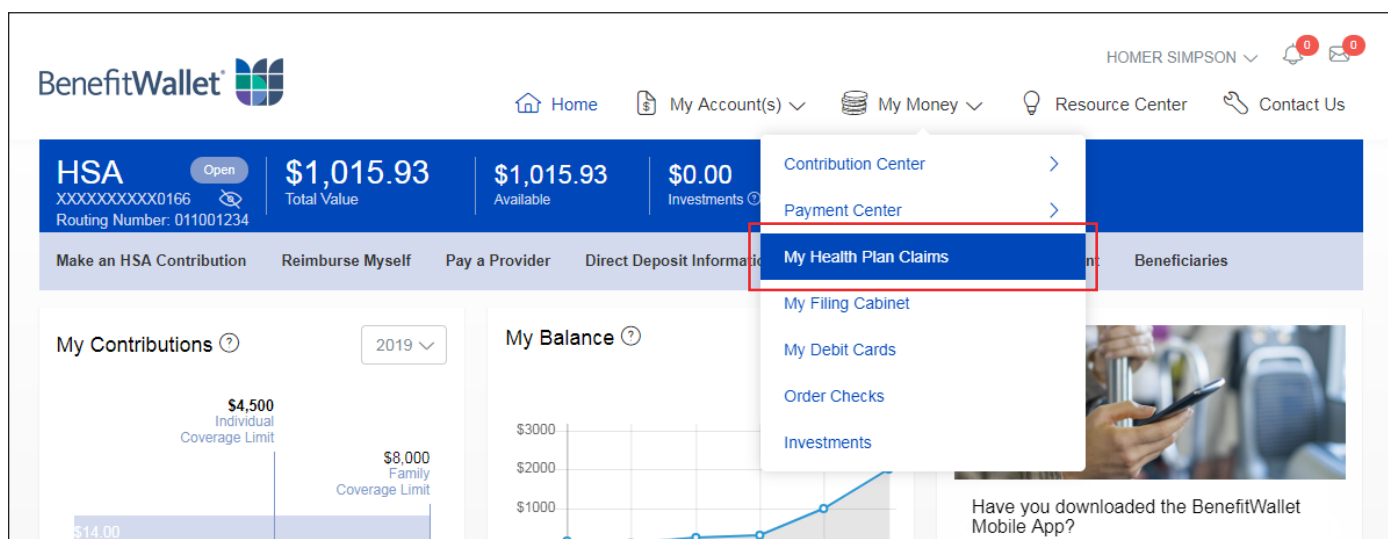
Health Plan Claims How-to Guide

BenefitWallet® offers a feature that integrates health plan claims with your Health Savings Account (HSA) online so you can pay or reimburse healthcare expenses quickly and easily.

How can I pay health plan claims from my HSA?

Your BenefitWallet HSA adds convenience to the often complicated task of paying health care claims. Each time a claim is processed by your participating health plan, BenefitWallet receives the claim electronically. Claims are displayed on the BenefitWallet website, allowing you to review each claim and take action. Medical claims can be paid and/or archived at your discretion. Note that prescription drug claims are processed and paid at the point of sale. If you paid for your prescriptions with your BenefitWallet HSA debit card or check book, you do not need to take any further action. If you used an alternative form of payment for your prescriptions, you can reimburse yourself from your HSA online or using your HSA check book.

How do I use the system?

To pay health plan claims from your HSA, simply login to mybenefitwallet.com or access your HSA from your health plan website, then click **My Health Plan Claims** under **My Money** on the HSA home page.
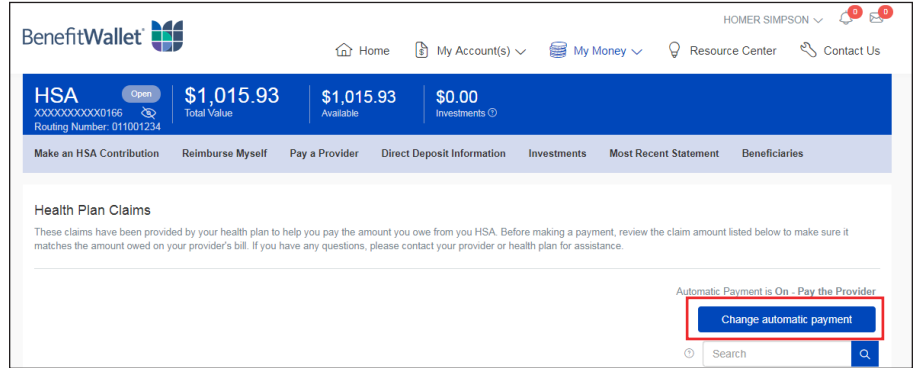

Can I have health plan claims paid automatically from my HSA?

Yes. BenefitWallet electronically receives each processed claim from the health plan and displays it on the HSA website. You may set the Automatic Payment function to "on" or "off". If Automatic Payment is set to "on", all claims received in the future are processed and are either paid to the provider or reimbursed to you, based on your preferences. This setting can be changed at any time.
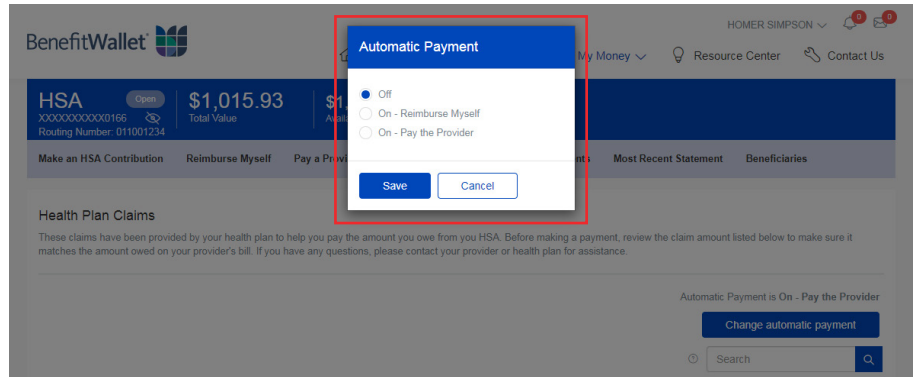
Prescription drug claims are processed at the point of sale and you must pay the pharmacy when the prescription is filled. Automatic payment settings do not change this.

How do I set up automatic payments?

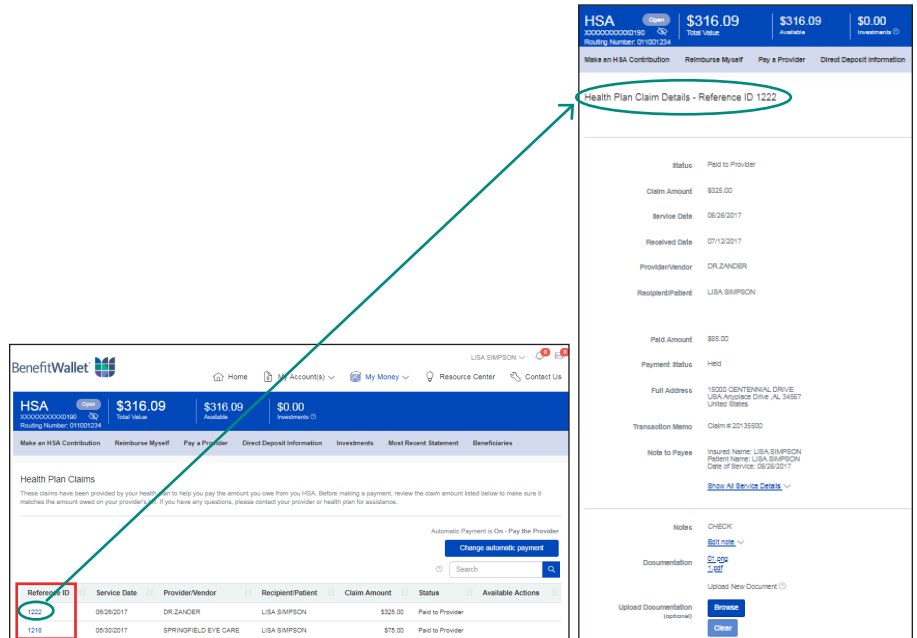- You can set up automatic payments by clicking **Change automatic payment**.

- A pop-up box will open; you can make your automatic payment selection here.

If Automatic Payment is set to *Reimburse Myself* or *Pay the Provider*

- You can review the claim and/or upload supporting documentation by clicking on the Reference ID.

If Automatic Payment is not set up

You can click on the Reference ID to review the claim, then choose:

- If you want to make a payment.
- If you want to use **Pay a Provider** or **Reimburse Myself** for each individual claim.

- From this screen, you can enter the **Pay To** information.

- **Schedule a Payment.**

- **Verify** the information is correct; then hit **Submit.**

- Finally, you will see a confirmation screen stating that your transaction has been successfully submitted.