



Redwood Health Services

Fax completed form to 707-525-4223 or mail to RHS at address below.

HRA Reimbursement Form

Group Name _____ Member ID# _____

Employee Last Name _____ First _____

Address _____ City _____ State _____ Zip _____

Requested Reimbursements Note: Each item *must* be accompanied by proper documentation. See instructions below.

| Item | Patient Name | Date of Service | Relationship to Employee | Service Description | Reimbursement Amount |
|--------------|--------------|-----------------|--------------------------|---------------------|----------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| TOTAL | | | | | |

Employee Certification

I certify that the information above is true and correct; that I have paid the provider of service; that the expenses incurred were for myself, spouse, or qualified dependents; and that I have not been reimbursed and will not seek reimbursement from any other source.

Employee Signature: _____ Date: _____

Instructions

- Each item **must** be accompanied by **either** an Explanation of Benefits (EOB) from your primary carrier **or** a detailed receipt.
- Each EOB must show the patient name, the date of service, and the amount paid by your primary carrier.
- Each receipt must show the amount paid and the specific product or service purchased (for example, a prescription drug).
- Fax form and documentation to **707-525-4223**, or mail to

Claims Processing
 Redwood Health Services
 3510 Unocal Place, Suite 108
 Santa Rosa, CA 95403

- Questions?** Call RHS Customer Service at **800-548-7677**.