



REIMBURSEMENT PROCESS

EMPLOYEE CLAIMS PROCEDURE:

- ❖ Employee obtains care/services for eligible expenses.
- ❖ Claim initially paid by employee to provider.
- ❖ Employee submits receipts and/or documentation of claim to ASI for processing.
- ❖ ASI processes claim and issues reimbursement payment to employee with eligible employer contributions made on behalf of employee.

CHECK REIMBURSEMENTS PROVIDED BY ASI

- ❖ Eligible claims processed daily
- ❖ Reimbursement checks generated weekly if adequate funds remaining on behalf of eligible employee. The reimbursement check can be expected within 30 days after processing.
- ❖ Employee is responsible for any and all payments to providers.

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