



HEALTH REIMBURSEMENT ARRANGEMENT (HRA)

Check out the slide notes for additional examples and explanations

WHAT IS AN HRA?



Health benefit plan that is fully funded by the employer to reimburse employees for out-of-pocket medical expenses. These plans will vary by employers.

Refer to your Summary Plan Description (SPD) and Summary of Benefits and Coverage (SBC) for a comprehensive description of your plan.

HOW DOES THE HRA WORK?

- Employer sets up an HRA plan that pays for medical care expenses defined by the Employer
- Employee submits claim along with Explanation of Benefits or valid receipt
- HRA plan then reimburses the employee for medical expenses according to the plan guidelines
- Employee pays provider reimbursement



ADDITIONAL INFORMATION

- Expenses incurred after termination date are not eligible for reimbursement but medical expenses can still be claimed if employee elects COBRA coverage
- All claims must be signed and dated
- Please itemize each EOB Explanation of Benefits on your claim form
- To ensure reimbursement in a timely manner, Paylocity must receive all claims no later than 3:00 p.m. CST on Monday for weekly processing



SUBMIT CLAIMS

Submit claims via:

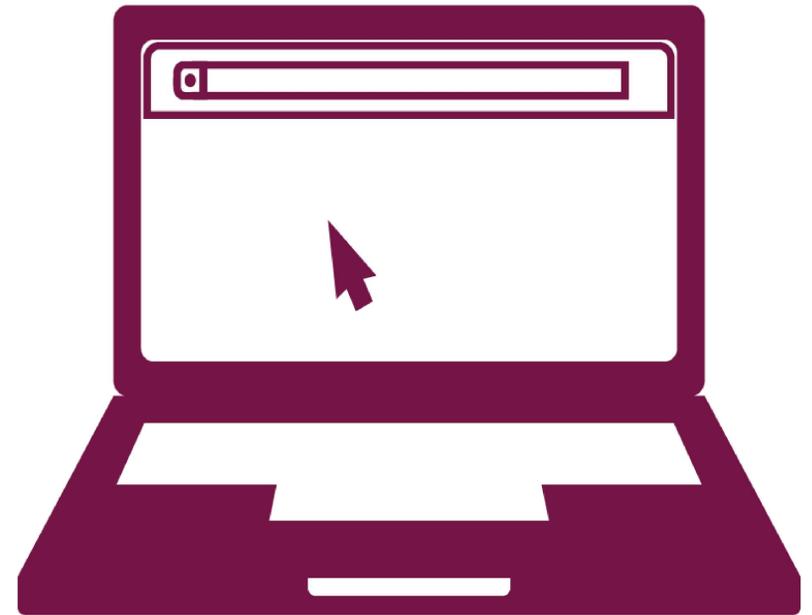
- Employee Portal
- Mobile App
- Claim Form*

Email: batinfo@Paylocity.com

Mail: 10805 Sunset Office Drive, Suite
401 St. Louis, MO 63127

Fax: (314) 909-6983

*Claim forms can be submitted via secure email, mail, fax



CUSTOMER SERVICE



Office Hours:

- 7:00 a.m. to 6:00 p.m. CST

Phone:

- 800-631-3539 (toll free)

Email:

- batinfo@paylocity.com