



FSA account

How to use your FSA or other reimbursement account

Selecting a flexible spending account (FSA) or other reimbursement account is a smart way to get more from your money. Now it's time to start using it.

Pay with your FSA or reimbursement account

When you have an eligible expense, like a doctor's bill, prescription or glasses, you have a few ways to use your pre-tax money:

- 1. Automatic submission** (for HealthPartners medical plan members with health care expenses). You don't have to do a thing. When you go to the doctor or pharmacy, the claim is directly sent to HealthPartners for processing. Then, you automatically get paid back from your FSA. Use that money to pay your bill, if you haven't already. You can opt out of this option if you prefer to submit your own claims.
- 2. Pay with your spending/reimbursement account debit card.** It's so easy. If you're new to a spending/reimbursement account, watch for your debit card in the mail from HealthPartners. Then activate it. When it's time to pay, use your debit card like you would any other debit card.
- 3. Submit a request for reimbursement.** Save a copy of your itemized statement or receipt when you have an expense. Attach it when you fill out the reimbursement request form in your **healthpartners.com** online account or your HealthPartners Accounts app, or by mail or fax. You'll usually get paid back within 7-10 days.

Don't forget, if you have a HealthPartners medical plan, show your member ID card when you go to the doctor or pick up a prescription. It'll help you get the best cost for your care.

More information

Call HealthPartners Member Services at **952-883-7000** or **866-443-9352**, Monday through Friday from 7 a.m. to 6 p.m. CT.