How to submit a claim for your flexible spending account

If you have a flexible spending account (FSA), you are required to submit documentation when requesting a claim for reimbursement. The IRS requires documentation to ensure you're using your pre-tax dollars in line with current rules and regulations.

What information needs to be provided?

1. Patient name

2. Date of service or purchase

3. Provider's name

4. Description of service or item purchased

5. Dollar amount of service

The Explanation of Benefits (EOB) from your medical, dental, or vision insurance provider typically contains all of the above information and is a great source of documentation. You may also contact your provider for a detailed statement containing the above information. If documentation doesn't include all of the necessary information, we have to deny the claim. We'll notify you via email and tell you how to resubmit the claim with the proper documentation.

omnify

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Omnify gives you three ways to submit a claim for reimbursement. To ensure your claim is processed as quickly as possible, make sure your direct deposit information is up-to-date.

Option 1: Through the online portal

Log into your account at **omnifybenefits.com**. From the main menu in the upper-left corner, navigate to **Claims > Submit a claim** and enter the requested information. Select **Attach Claim Receipt** to attach documentation.

Option 2: Through the Omnify app

Log into the Omnify app. Navigate to **Submit A Claim** and enter the requested information. You can then attach documentation by selecting +ADD and allowing your smartphone to take a photo from your camera.

Accounts	Account Activity	Submit a Claim	Find Care	Funding Calculator

Option 3: By fax or mail

If you would prefer to request a reimbursement by fax or mail, you are able to complete and submit the FSA/LPFSA Expense Claim Form. This form can be found by navigating to **omnifybenefits.com** and selecting **FSA Forms**.