

## How to Request Reimbursement Using the Web Reimbursement Form

These instructions will help as you gather the appropriate documents and complete the process to request reimbursement for eligible out-of-pocket expenses.

### For Individuals with Insurance

1. You will need an electronic version (pdf, png, jpg) of Explanation of Benefits (EOB) from all insurance companies that covered services for the request and all receipts to support the request for reimbursement.
  - Make sure the reimbursement request is for an eligible service (if uncertain, check the website).
  - On the EOB, circle the amount for which you are requesting reimbursement (this amount is your co-pay, deductible, or co-insurance).
  - For outpatient counseling and therapy services you may need help from your mental health provider to complete the reimbursement form.
2. Access the Reimbursement Form located at [www.MSUHealingFund.com](http://www.MSUHealingFund.com).
3. Complete all fields of the Reimbursement Form.
4. Electronically attach these files with your request:
  - Explanation of Benefits (EOB) from all insurance companies that covered services;
  - Receipts to support the request for reimbursement;
  - If required, a certification or provider's written recommendation.
5. Electronically sign the Reimbursement Form and click the "**Submit**" button.

### For Individuals without Insurance

1. You will need an electronic version (pdf, png, jpg) of a paid invoice or superbill from your mental health provider.
  - Make sure the reimbursement request is for an eligible service (if uncertain, check the web page).
  - On the invoice, circle the amount you paid the provider for which you are requesting reimbursement.
2. Access the Reimbursement Form located at [www.MSUHealingFund.com](http://www.MSUHealingFund.com).
3. Complete all fields of the web Reimbursement Form.
4. Electronically attach these files with your request:
  - Receipts to support the request for reimbursement;
  - If required, any certification or provider's written recommendation.
5. Electronically sign the Reimbursement Form and click the "**Submit**" button.

Note: To learn how you will be reimbursed for outpatient counseling and therapy services, refer to the link under "Uninsured" found at [www.MSUHealingFund.com](http://www.MSUHealingFund.com).

Do you have questions or need help completing the forms? Contact JND Legal Administration at [info@MSUHealingFund.com](mailto:info@MSUHealingFund.com) or call toll-free 1-877-250-6408, Monday-Friday between the hours of 8:30 a.m. and 5:00 p.m., Pacific.