



Orthodontia Expenses and Your WageWorks Healthcare Flexible Spending Account

It's easy to use your WageWorks® Healthcare Flexible Spending Account (FSA) to pay for eligible orthodontia expenses for you, your spouse, and your eligible dependents. Eligible orthodontia expenses are those not paid by your dental insurance or any other insurance plan.

Simply find out in advance what portion of your orthodontia expenses your dental insurance plan covers. Then pay only your out-of-your pocket costs with your Healthcare FSA using one of several convenient payment options.

Convenient Payment Options

Pay with Your WageWorks Healthcare Card

Pay for eligible orthodontia expenses with your WageWorks® Healthcare Card associated with your WageWorks Healthcare FSA. You'll love the swipe-and-go convenience of this preloaded debit card.

Be sure to save the detailed receipt and payment contract provided by your orthodontist. In some cases the IRS may require you to verify your card transactions, submit a claim, and verify expenses.

Pay Your Orthodontist Directly

Pay your orthodontist directly from your Healthcare FSA using the convenient "Pay My Provider" feature of your account. Make a single payment to your orthodontist, or set up recurring payments—it's up to you.

MONTHLY PAYMENTS

Setting up monthly recurring Pay My Provider payment requests is the easiest way to pay monthly orthodontic expenses. This method also ensures your orthodontic payments will be spread out across multiple plan years so you can make the most of your insurance plan coverage.

Elect a recurring monthly Pay My Provider request through your WageWorks account up to 10 days before you want the first check to be sent to your orthodontist.

You'll need to submit a copy of your orthodontia service contract through your WageWorks account when you set up monthly recurring payments. Please make sure your contract includes the following: 1) provider name, 2) patient name, 3) description of service, 4) payment schedule (including dates of service), and payment amount.

ONE-TIME PAYMENT

Elect a one-time Pay My Provider request through your WageWorks account as soon as your orthodontic service has started. Your provider will be paid as soon as you submit your payment documentation (usually a detailed receipt and an orthodontia service contract) and your documentation is verified.



Orthodontia Reimbursement Eligibility

Reimburse Yourself for Payments You've Already Made

Get reimbursed for eligible orthodontia expenses you've paid out of pocket using the convenient "Pay Me Back" feature of your Healthcare FSA.

If you paid a lump sum to your orthodontist in the prior calendar year and were reimbursed a prorated amount, the unclaimed amount can be reimbursed in the current plan year (if you are still receiving orthodontia services) by providing a copy of the payment information, claim form, and a letter indicating the amount you were reimbursed in the prior year.

Managing Your Orthodontia Expenses

PAY MY PROVIDER PAYMENTS	PAY ME BACK REIMBURSEMENTS
<p>Make a single payment or set up recurring payments to your orthodontist directly from your Healthcare FSA.</p>	<p>Get reimbursed for the amount you pay out-of-pocket for orthodontia services provided during the current plan year. There are three ways to submit a claim: 1) online; 2) by mail or fax; 3) by using the WageWorks EZ Receipts® mobile app.</p>
<p>Request a Pay My Provider Payment</p> <ol style="list-style-type: none"> 1. Log into your account at www.wageworks.com. If you do not have an account, click "Register with WageWorks now" and follow the simple instructions to get one. 2. Click "Submit Receipt or Claim" and select "Pay My Provider" from the menu. 3. Select which account to pay from and frequency (one-time or recurring monthly). 4. Request "One-time" or "Recurring Monthly" payment. 5. Enter the required payment information (including service type: Orthodontia), confirm, and select "Submit Claim." 6. Upload receipts to submit the appropriate invoice image from your computer. 7. Complete the process by submitting the receipts. 	<p>Request a Pay Me Back Reimbursement</p> <p>SUBMIT A CLAIM ONLINE</p> <ol style="list-style-type: none"> 1. Log into your account at www.wageworks.com. If you do not have an account, click "Register with WageWorks now" and follow the simple instructions to get one. 2. Click "Submit Receipt or Claim" and select "Pay Me Back." 3. Enter the required payment information (including service type: Orthodontia), confirm, and select "Submit Claim." 4. Upload digital copies of your receipts. <p>SUBMIT A CLAIM BY FAX OR MAIL</p> <ol style="list-style-type: none"> 1. Go to www.wageworks.com and navigate to Employees > Support Center > Important Forms. 2. Under "Healthcare Claim Forms," download and print the "Healthcare Account Claim Form." 3. Complete the claim form. 4. Along with appropriate documentation, such as monthly payment receipt or coupon, detailed invoice or payment contract, mail your claim form to CLAIMS ADMINISTRATOR, P.O. Box 14053, Lexington, KY, 40512; or fax to 877-353-9236. <p>SUBMIT A CLAIM USING THE MOBILE APP</p> <ol style="list-style-type: none"> 1. Log into your WageWorks account on the WageWorks EZ Receipts mobile app. 2. Click on "Submit New Receipt" and then "Health Care Claim." 3. Follow the steps outlined in the app to submit your receipts and other documentation.
<p>The Fine Print</p> <ul style="list-style-type: none"> • Make a one-time payment or set up recurring payments for orthodontia services provided during the current plan year. • Make sure your Healthcare FSA balance is sufficient to cover the amount of each payment. WageWorks doesn't issue partial payments, and insufficiently funded requests will be canceled. • One-time payment requests can be made once the service has begun, but not before. • Recurring payment requests can be made 10 days prior to the beginning of the service date, but not before. 	