**How to use my flexible spending account (FSA) or other   
reimbursement account**using auto submission

Not all reimbursement accounts work the same. Here’s some helpful information to get you started with your HealthPartners account.

**I’ve decided to open a reimbursement account with HealthPartners. Now what?**

**Confirm how much you want in your account**

Choose how much you want to contribute to your reimbursement account based on your anticipated expenses next year. The amount you choose will come out of your paycheck through pre-tax payroll deductions.

You can contribute up to the following amounts in 2023:

* Health care FSA: $3,050/year
* Limited-use (dental and vision) FSA: $3,050/year
* Dependent care reimbursement account (DCRA): $5,000/year
* Transportation account: $300/month
* Parking account: $300/month

Note that your employer may set a different limit for these accounts.

**Go online or use your mobile phone to create an online account**

Already have one? Great! You’re almost there. If not, it’s super easy. Just visit [**healthpartners.com**](https://www.healthpartners.com/) or download the **myHP** mobile app. Select *Sign up* and follow the instructions. Once you’ve signed up you’ll be able to view all your plan information.

To find your account information online:

1. Go to the *My plan* tab
2. Under *Spending,* select *Spending accounts*
3. Select the account you want to view

To find your account information in the app:

1. Select *My Plan* at the bottom of the screen
2. Under *Spending Accounts,* select the account you want to view

**Sign up for direct deposit**

Save time and money by enrolling in direct deposit through your online account at **healthpartners.com**. Direct deposit is free of charge and gives you convenient access to your funds immediately, without having to wait for the mail. A $5 fee per check payable by members will apply for check reimbursements. Forms and directions are also available on [**healthpartners.com/myfsa**](https://www.healthpartners.com/hp/insurance/group-insurance/using-your-plan/fsa/index.html).

**I’m ready to start using money from my account. What do I do now?**

**Get care – make sure it’s an eligible expense**

Common eligible expenses include

* Doctor visits
* Prescriptions
* Glasses, contacts or Laser eye surgery
* Dependent care
* Transportation/parking

For additional examples of eligible expenses, visit [**healthpartners.com/myfsa**](https://www.healthpartners.com/hp/insurance/group-insurance/using-your-plan/fsa/index.html).

**Pay with your account – submit your eligible expense**

Pay for eligible expenses and then submit for reimbursement one of two ways:

1. **Automatic (health care expenses only)** – You don’t need to submit a thing. If you’re seen at a clinic or pharmacy, the medical claim is automatically sent to HealthPartners for processing. You can choose to opt out of this payment method.
2. **Online, in the app, by mail or fax** – Get a confirmation email within 48 hours. Sign in to [**healthpartners.com**](https://www.healthpartners.com/) or the **myHP** mobile app. Or mail or fax your reimbursement request with one or more of the federally required documents below. Claims will be processed within five business days. Federally required documents include:

* Your explanation of benefits (EOB)
* Detailed receipts listing the services paid for
* Payment plan for ongoing expenses (e.g. orthodontics)
* Statement signed by the provider (e.g. doctor, child care provider, etc.)

**Get reimbursed**

You’ll get a payment within 10-14 days from the time HealthPartners gets your reimbursement request. Depending on your payroll schedule it could take fewer or more than 10-14 days to receive your reimbursement.

**Watch for document requests or reimbursement updates in your inbox or mailbox**

If we don’t have the information (documentation) we need, we’ll reach out. Your claim can’t be paid until this is received. If you send the information we need, but something’s missing, don’t worry. We’ll connect with you to let you know what’s missing.

If you’ve submitted information for an ineligible expense, you’ll get a notice shortly after letting you know how to repay the service.

For more information about your FSA or other reimbursement accounts, call   
Member Services at **952-883-7000** or **866-443-9352**. Or sign in to [**healthpartners.com**](https://www.healthpartners.com/)   
or the **myHP** mobile app.