



# Flexible Benefits NEWSLETTER

July/August 2005

## QUICKLY DETERMINE THE ELIGIBILITY OF MOST HEALTH, DEPENDENT CARE OR TRANSIT EXPENSES ONLINE WITH CONEXIS' QUICK REFERENCE FLEXIBLE SPENDING EXPENSE GUIDE

Did you know that acupuncture treatments, chiropractic care, contact lenses, infertility treatments and orthodontia are all qualified expenses under your Healthcare Flexible Spending Account (FSA)?

CONEXIS created the Quick Reference Flexible Spending Expense Guide to help participants maximize their FSA dollars. In addition to providing a comprehensive list of eligible and ineligible expenses covered under healthcare and dependent care FSAs, and qualified transportation plans, the expense guide also includes processing guidelines for orthodontia claims.

Here is a snapshot of some of the valuable information contained in the Flexible Spending Expense Guide that will help answer many common questions you may have about the eligibility of numerous types of expenses, and how to properly substantiate an FSA purchase.

- Some items require a letter of medical necessity from a medical practitioner.
- Cancelled checks, cash register receipts and credit card receipts are considered unacceptable third-party documentation for substantiating expenses (see below for special rule regarding cash register receipts for eligible over-the-counter medications).
- For prescription drugs, a pharmacy statement including the name of the pharmacy, patient's name, date of fill, patient's cost and name of the drug should be included with a signed claim form.
- For eligible over-the-counter medications, an itemized cash register receipt including the name of the medication and the purchase date should be included with a signed claim form. Some "dual-purpose" over-the-counter medications cannot be reimbursed without further substantiation of the medical condition being treated (i.e., a letter of medical necessity from a medical practitioner).
- For dependent care claims, additional documentation is not required if the claim form is completed in its entirety. The provider certification portion of the claim form must be completed and signed.
- For dependent care claims without the provider's signature, an itemized statement from the dependent care provider is required. Itemized statements should include the date(s) of service, the name and date of birth of the dependent, itemization of charges and the provider's name, address and Tax ID/SS number. Once again, cancelled checks, cash register receipts and credit card receipts are considered unacceptable third-party documentation.

### [How to Access the Guide \(for participants and employers\)](#)

All active participants may access the Quick Reference Flexible Spending Expense Guide online, behind the "Employees & Continuant" login on the CONEXIS Web site at [www.conexis.org](http://www.conexis.org). Once logged in, participants will find a link to the guide on their main page under the "Flexible Spending Accounts" heading. Access to the guide is also available to employers behind the "Employers" login screen on the same Web site. After login, employers will find a link to the guide by selecting the "Flex" tab and then "Resources" link.