



Acceptable Documentation

Reimbursement Receipts



Ensuring your QHP documentation is acceptable

Reimbursement Receipts

What is required to be accepted?

- **Name of Patient/Member** – We need to associate the document with a member seeking reimbursement
- **Date of Service/Goods Purchased** – We must confirm payment is for services that were incurred in the current plan year and on or after the benefit effective date for the member
- **What the monies were paid towards** – We require proof the member paid for services/goods covered by their health insurance plan.

Note: We NEVER need your medical diagnosis. We do need to see that charges were for an eligible expense: Covered Rx, Copay, Coinsurance, Deductible, etc.
- **Amount** – We need to see the amount needed for reimbursement

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Unacceptable

We do not show a member name, we do not show what these payments were for (copay, RX, coinsurance, etc.) and some of the dates are in the year 2022 and 2023.



Billing History
View billing history for the last 36 months

Recent Payments

Total Amount Due	Pending Adjustment	Payments	Net Due
\$-630.47	\$0.00	\$0.00	\$-630.47

Billing History From 11/01/2015 To 07/01/2023

Bill Period	Prior Balance	+ Bill Amount	+ Adjustments	- Payments Received	+ Fee	= Total Amount Due
07/01/2023	\$-596.97	• \$116.50	\$0.00	\$150.00	\$0.00	\$-630.47
06/01/2023	\$-703.21	• \$106.24	\$0.00	\$0.00	\$0.00	\$-596.97
05/01/2023	\$-809.45	• \$106.24	\$0.00	\$0.00	\$0.00	\$-703.21
04/01/2023	\$-915.69	• \$106.24	\$0.00	\$0.00	\$0.00	\$-809.45
03/01/2023	\$-921.93	• \$106.24	\$0.00	\$100.00	\$0.00	\$-915.69
02/01/2023	\$-1,028.17	• \$106.24	\$0.00	\$0.00	\$0.00	\$-921.93
01/01/2023	\$-1,084.41	• \$106.24	\$0.00	\$50.00	\$0.00	\$-1,028.17
12/01/2022	\$-1,114.40	• \$129.99	\$0.00	\$100.00	\$0.00	\$-1,084.41
11/01/2022	\$-1,244.39	\$129.99	\$0.00	\$0.00	\$0.00	\$-1,114.40
10/01/2022	\$-1,274.38	\$129.99	\$0.00	\$100.00	\$0.00	\$-1,244.39
09/01/2022	\$-1,004.37	\$129.99	\$0.00	\$400.00	\$0.00	\$-1,274.38
08/01/2022	\$-1,134.36	\$129.99	\$0.00	\$0.00	\$0.00	\$-1,004.37
07/01/2022	\$-1,264.35	\$129.99	\$0.00			

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Partially acceptable

Claim for \$200.00 – We would approve and only pay \$50.00 which shows as applied to deductible but would require additional information for the prior balance of \$150.00 and would deny that amount until additional documentation is submitted.

CCPU Chiropractic
122 Main St., Irvine, CA 91123
(888) 546-1234
Achieve Better Health Through Chiropractic!!!

Date: 03/31/23

Account #

Patient:
John Doe
111 Elm Street
Bakersfield, CA 93222

Insured:
John Doe
Insurance ID: 123456789
Date of Birth: 05/12/1982

Providers:
1 Terry D. Morgan, DC

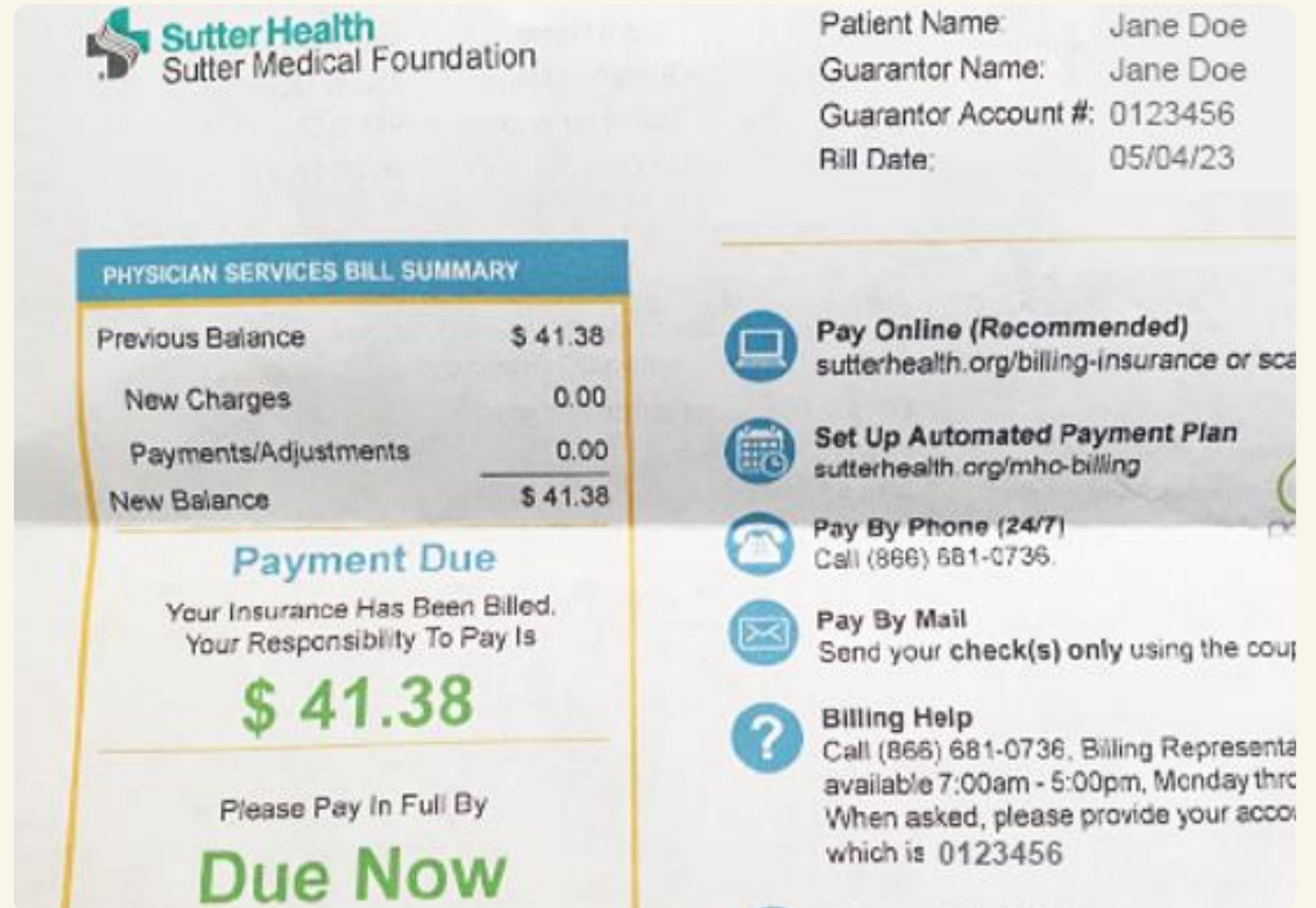
Date	Service Description	Dr. Code	Patient Adjust	Patient Charge	Patient Receipt	Patient Balance
	Prior Balance					150.00
03/31/23	Applied to Deductible	1		50.00		200.00
				50.00		200.00

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Unacceptable

We would need a supplementary document showing the date of service for the \$41.38. We are able to see in the box on the left that the hospital did bill the member's insurance, and this is the member responsibility, so we are confident the charge is eligible. We need the date of service to ensure the charges are for goods/services occurring on or after the member benefit start date.



Sutter Health
Sutter Medical Foundation

Patient Name: Jane Doe
Guarantor Name: Jane Doe
Guarantor Account #: 0123456
Bill Date: 05/04/23

PHYSICIAN SERVICES BILL SUMMARY	
Previous Balance	\$ 41.38
New Charges	0.00
Payments/Adjustments	0.00
New Balance	\$ 41.38

Payment Due
Your Insurance Has Been Billed.
Your Responsibility To Pay Is
\$ 41.38
Please Pay In Full By
Due Now

- Pay Online (Recommended)**
sutterhealth.org/billing-insurance or scan
- Set Up Automated Payment Plan**
sutterhealth.org/mho-billing
- Pay By Phone (24/7)**
Call (866) 681-0736.
- Pay By Mail**
Send your check(s) only using the coupon
- Billing Help**
Call (866) 681-0736, Billing Representative available 7:00am - 5:00pm, Monday through Friday. When asked, please provide your account number which is 0123456

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Unacceptable

We do not show that this payment of \$87.00 was for an eligible expense covered by insurance (copay, RX, premium, etc).

Jane Doe (account: 0123456) 							
Contacts > Jane Doe > Transactions							
Transaction Date	Account Holder	Auth Amount (USD)	Transaction Amount (USD)	Description	Tags		
Last 90 Days							
 	8/26/2023 8:25 am	HFCC LLC	\$ 18.00	\$ 18.00	EMU OIL	POS	
 	8/26/2023 8:24 am	Jane Doe	\$ 18.00	\$ 18.00	EMU OIL	POS	
 	8/26/2023 8:24 am	HFCC LLC	\$ 50.00	\$ 50.00	copay + cold laser		
 	8/26/2023 8:23 am	Jane Doe	\$ 50.00	\$ 50.00	cold laser+ Copay		
 	8/19/2023 8:45 am	HFCC LLC	\$ 15.00	\$ 15.00	copay		
 	8/19/2023 8:44 am	Jane Doe	\$ 15.00	\$ 15.00	copay		
 	8/12/2023 11:08 am	Jane Doe	\$ 15.00	\$ 15.00	copay		
 	8/4/2023 12:49 pm	Jane Doe	\$ 87.00	\$ 87.00	consult		

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Acceptable

Documentation shows Name of Member, Date of Service, shows what services were paid for (office visit and labs), and shows what the patient/member monetary responsibility is (amount we will reimburse).

 Sutter Health Palo Alto Medical Foundation	Patient Name: Jane Doe Guarantor Name: Jane Doe Guarantor Account #: 012345679885 Bill Date: 10/31/23
Page 2 of 2	
① Office Visit	
Date of Service 01/11/23 Provider: NP, Family Medicine	
Charges \$ 247.00	<u>Insurance Remarks</u>
Patient Payments -14.00	
Insurance Payments/Adjustments 0.00	
Amount You Will Need To Pay \$ 233.00	
② Laboratory/Pathology	
Date of Service 01/14/23 Provider: Jon L Keller MD, Laboratory Medicine	
Charges \$ 197.00	<u>Insurance Remarks</u>
Patient Payments 0.00	A.
Insurance Payments/Adjustments -74.60	
Amount You Will Need To Pay \$ 122.40	
Payment Due \$ 355.40	Please Pay In Full By: Due Now
<u>Insurance Remarks</u> A-Deductible Amount	

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Reimbursement Receipts Unacceptable

This is not acceptable. We do not have a date of service, information on what this total applies to (copay, Rx, deductible, etc.) and we cannot verify who these charges are for (bill is in spouse name, unable to verify if charges are for an enrolled member on the MERP).

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KAISER PERMANENTE.

ELECTRONIC

Your professional medical bill

JANE DOE

Bill date: 10/12/2023

Account number: 123456789

Pay online - it's easy!

Pay your medical bills at kp.org/paymedicalbills or through the guest pay portal at kpccall.webpay.med.

Pay by phone

1-800-390-3507 (TTY 711)
Weekdays 8 a.m. to 5 p.m. PT

Need help or have a question?

You can call us at:
1-800-390-3507 (TTY 711)
Weekdays 8 a.m. to 5 p.m. PT

Pay by mail

Use the form below to send in your payment in the envelope provided.

Can't pay? We can help.

If you'd like to set up a payment plan or if you need financial aid, please call us at the number above.

Billed to plan:	\$1,851.00
Covered by plan:	-\$1,511.81
Paid by you:	-\$18.62
Total account balance:	\$320.57
Post due charges:	\$130.57

Minimum amount due:

\$320.57

Due by: 12/11/2023

ⓘ About your payment plan

This is your final notice. According to our records, your payment plan is past due. Please pay the amount you owe in full, or contact us immediately to arrange payment and prevent your past due balance from being assigned to a collection agency.

Kaiser Permanente is here to help.

