My Flexible Spending Account: How do I use my Healthcare Spending Account?

Are expenses covered by my medical, dental, or vision plan?

- **NO**
  - Obtain an itemized bill or detailed receipt from the healthcare provider
  - Ensure that you have the correct documentation!
    - Eligible Expenses: Original EOB
    - Ineligible Expenses: Itemized Receipt
  - Submit the correct documentation AND completed Request for Reimbursement Form to BCC
  - Request is denied
    - BCC mails an EOB that explains the reason(s) for declination to the employee
  - Request is approved
    - BCC processes all reimbursement requests
    - BCC mails an EOB and paper check or proof of direct deposit to the employee

- **YES**
  - Charges are submitted to the medical, dental, or vision insurance carrier
  - Insurance carrier processes expenses and issues an EOB to the employee
  - Employee completes a Request for Reimbursement Form for expenses NOT paid for by the insurance carrier

For more information, contact BCC’s Customer Service Center at 800-685-6100

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