

HOW TO SUBMIT A CLAIM

MEDICAL CLAIMS:

Sagamore Health Network
SAG1229 (HCFA11C/UB50)
P. O. Box 6051
Indianapolis, IN 46206-6051

(medical card includes prescription information)

Physician visit co-pay \$35
For claim status contact KBA Customer Service at 1-800-874-3948
or 284-7110
Reminder: Co-pays do not apply to deductible
PPO is Sagamore. Find a provider online at www.sagamorehn.com

To check claims on KBA: www.kbasolution.com

PRESCRIPTIONS:

At any Pharmacy:

(information included on medical card)

Co-pay - \$25 generic/\$45 brand name
Pharmacy Help Desk 1-800-842-6349

Mail Order:

Caremark
P.O. Box 94467
Palatine, IL 60094-4467

These forms are available in Human Resources
90 day supply (\$45 generic/\$95 brand name)
Check status online at www.caremark.com

DENTAL CLAIMS:

Guardian
DentalGuard Preferred
P.O. Box 2459
Spokane, WA 99210-2459

(carry your Guardian DentalGuard card)

Customer Service: 1-800-541-7846
Visit their website at www.guardiananytime.com

VISION CLAIMS:

(no card provided)

After co-pay at VSP provider, provider will bill VSP.
Find a provider by calling Customer Service at 1-800-877-7195 or visit
their website at www.vsp.com.

Out of network claims

VSP
Attn: Out of Network Claims
P.O. Box 997105
Sacramento, CA 95899-7105

Out of network - pay the provider in full and submit receipts for
reimbursement.

FLEX CLAIMS:

Submit forms and receipts to:

(Unreimbursed medical & dependent care)

FlexPro
Key Family of Companies
P.O. Box 55210
Indianapolis, IN 46205-0210
Customer Service: 317-284-7150 or 1-800-558-5553
Fax: 317-284-7269 or 1-866-241-1488
www.keyqualifiedplans.com. Click on "Flexible Spending Accounts".

Medical/Dental/Vision receipts should FIRST be submitted to the insurance carrier. Explanation of benefits (EOB) received may then be submitted to FlexPro for reimbursement. Cancelled checks are only acceptable as a receipt for childcare expenses.

If you have any further questions or difficulties, please contact the Human Resources Department: Mary Miller (317-471-4395) or Sherry Goginsky (317-471-4459).