



Benefit Office

OUTPATIENT REIMBURSEMENT **INSTRUCTIONS**

- Contact The Hartford (1-866-547-4205) or at TheHartford.com/benefits/myclaim. to file a claim for the Hospitalization Benefit.
 - Go to Supplemental Insurance Claims Portal. Register your account, then Log into the Portal.
 - Then click “Complete Your Claim Form Online”
 - You should expect to receive a denial from The Hartford.
- Complete the LBS Outpatient Deductible/Coinsurance HRA Reimbursement Request Form—attached (This is the only acceptable claim form and can be mailed or faxed)
- Include the following with your LBS Claim Form:
 - The Hartford Denial
 - Excellus Explanation of Benefits which is mailed to you monthly from Excellus (showing the claims from your Outpatient Procedure(s))

If you have any questions, please contact Tricia Marciano at 585-338-2310 x106 or at triciam@ualocal13.org