



## Health Expense Reimbursement Program

The City of North Liberty will reimburse **up to \$2,000 per calendar year** for out-of-pocket health expenses **for each person covered** by the City's health insurance plan. A portion of the per-person, per-year maximum may be used for dental and/or vision expenses of a covered member (provided the member is also covered under the City's dental and/or vision plan):

Dental / Vision Annual Expense Limit for Union Employees	Dental / Vision Annual Expense Limit for Non-Union Employees
\$250.00 per covered person	\$375.00 per covered person

Expenses that are eligible for reimbursement include:

- Medical and prescription deductibles, co-payments and co-insurance;
- Out-of-pocket expenses for covered dental services; and
- Out-of-pocket expenses for covered vision services, including prescription eyewear and contact lenses.

Submission of expenses occurs through the online claims portal. Employees may also use the TRISTAR mobile app to submit expenses. Documentation is required as follows:

For individuals who have medical coverage ONLY under the City's policy		For individuals who have dual medical coverage	
Type of Expense	Submit the following to TRISTAR	Type of Expense	Submit the following to City HR
Medical	Wellmark will automatically send explanations of benefits to TRISTAR for reimbursement. No employee action is required.	Medical	Explanation of benefits from the City's Wellmark policy AND explanation of benefits from all other health coverage <small>Wellmark will not automatically submit EOBs for members who are dual-covered.</small>
Prescriptions	Wellmark will automatically send explanations of benefits to TRISTAR for reimbursement. No employee action is required.	Prescriptions	Prescription receipt showing patient's name, prescription name, purchase date, and co-pay or deductible amount. (This is NOT the cash register receipt.)
Dental	Explanation of benefits from Delta Dental	Dental	Explanation of benefits from Delta Dental
Vision	Itemized invoice or EyeMed claims detail statement	Vision	Itemized invoice or EyeMed claims detail statement

Reimbursements will be made to the same bank account used for payroll. This can be changed through TRISTAR's web portal or mobile app. Employees can also use the portal to change their notification settings, e-mail address, contact information, etc.