



# Rogue Community College

## **FlexSystem Claim Instructions**

If you signed up for a Flex plan this year, you should have received a letter in the mail from TASC (FlexSystem) at the beginning of the year that looks like a reimbursement form. This form has your PIN#, ID#, and Group#, and this is the information that you need in order to make a claim. If you do not have that letter, you will need to call TASC in order to get your PIN# (1-800-422-4661) (or contact Jenny Rossknecht in HR at [jrossknecht@rogucecc.edu](mailto:jrossknecht@rogucecc.edu)). Your ID# is your Social Security#, and the Group # is 6053. Once you have your PIN #, you are ready to make a claim.

You can go online at: <http://www.accesstasc.com/> to make your claim.

Click on Submit Reimbursement Request

Enter your PIN, ID, and Group#

Go through the claim wizard then submit and print your fax coversheet. Use the fax coversheet to fax copies of your receipts to the fax number provided.

### Claim substantiation – appropriate receipts:

- For medical, dental and vision claims you should in almost all cases use the Explanation of Benefits (EOB) you receive from BCBS because it states what your patient responsibility is, and that is the amount you can claim.
- For Rx claims, you should use the detailed receipt you receive from the Pharmacy that has all the Rx information listed on it (type of drug, prescribing physician, total cost, amount paid by insurance, patient cost, etc.).
- For OTC drugs, you should use your store receipt that lists the name of the product and the amount.
- For other types of claims in which you do not receive an EOB from BCBS, or for claims for services that are not covered by insurance (such as Laser Eye Surgery, Hearing Aids, etc...), you can use the detailed receipt you received for the services or product.

For your records, keep this fax coversheet with a copy of your receipt and your check stub (once you receive your reimbursement).

As early as the next day, you can log back on to the website to see if your request has been processed or is still pending. Once you get to the website you would click on “Account Balance” to look at your account. When you get into your account page, make sure that you select the correct year at the top of the page, and also make sure you select “medical” or “dependent care” instead of “all” and it will give you all of your claim and balance information. Once the claim has been processed it will show the date the check was mailed.