Orthodontia Payment Guidelines (FSA)

Use your healthcare account to pay for adult and child orthodontia expenses.

WHAT YOU NEED TO KNOW

You can use your healthcare Flexible Spending Account (FSA) to pay for eligible orthodontia expenses.

Find out in advance what portion the other plan will cover and pay for only the balance that you will pay out of your pocket.

- If your other plan pays more than expected after you have received reimbursement from your account, then you are responsible for paying the “covered” portions back to your account.
- One-time Pay My Provider requests can be entered once the service has started and will be paid as soon as your documentation is verified.

If paying with your Card, save the detailed receipt AND payment contract provided by the orthodontist. You will need this to verify your Card transactions, submit a claim, and verify expenses in case you are audited by the IRS.

- Recurring Pay My Provider requests can be entered up to 10 days prior to the desired payment date (the day you want us to mail the check to your orthodontist).
- Setting up monthly recurring Pay My Provider payment requests are the easiest way to pay monthly orthodontic expenses. This method also ensures your orthodontic payments will be spread out across multiple plan years so you can make the most of your plan (given applicable maximum election amount).

If you paid a lump sum in the prior calendar year and were reimbursed a prorated amount, the unclaimed amount can be reimbursed in the current plan year (if you are still receiving orthodontia services) by providing a copy of the payment information, claim form and a letter indicating the amount you were reimbursed in the prior year.

If setting up a recurring payment, you’ll need to submit a contract instead of an invoice. The contract must include the following five pieces of information:

(1) Provider name
(2) Patient name
(3) Description of service
(4) Payment schedule. Including dates of service
(5) Payment amount.

You can use your healthcare Flexible Spending Account (FSA) to pay for eligible orthodontia expenses.

Who’s Eligible?
You, your spouse and your eligible dependents

What’s Eligible?
Only the portion of your orthodontic payment(s) not paid by your dental insurance or any other plan is considered an eligible expense.

What are the Payment Options?

- Pay with the HealthEquity|EZ Receipts (formerly WageWorks) Healthcare Card (Card)
- Pay My Provider
- Pay Me Back

Managing Your Orthodontia Expenses

PAY MY PROVIDER PAYMENTS
Use Pay My Provider to pay for one-time or recurring treatments provided during the current plan year. You must have a balance sufficient to cover the amount of each payment. WageWorks will not issue partial payments, and insufficiently funded requests will be canceled.

One-Time Payments
One-time requests can be made once the service has begun, but not before.

Recurring Payments
Recurring payment requests can be made 10 days prior to the beginning of the service date, but not before.

To Request a Pay My Provider Payment

- Log into your account at HealthEquity|EZ Receipts (formerly WageWorks) If you do not have an account, click "Register with WageWorks now" and follow the simple instructions to get one.
- Click "Submit Receipt or Claim" and select "Pay My Provider" from the menu.
- Select which account to pay from and frequency (one-time or recurring monthly).
- Request "One-time" or "Recurring Monthly" payment.
- Enter the required payment information (including service type: Orthodontia), confirm, and select "Submit Claim."
- Upload receipts to submit the appropriate invoice image from your computer.
- Complete the process by submitting the receipts.

PAY ME BACK REIMBURSEMENTS
You can use Pay Me Back to be reimbursed the amount you paid out of pocket for treatment provided during the current plan year. Pay Me Back reimbursement claims can be submitted online, via fax, email or mail or by using the mobile application.

Submitting a Claim Online

- Log into your account at HealthEquity|EZ Receipts (formerly WageWorks) If you do not have an account, click "Register with WageWorks now" and follow the simple instructions to get one.
- Click "Submit Receipt or Claim" and select "Pay Me Back."
- Enter the required payment information (including service type: Orthodontia), confirm, and select "Submit Claim."
- Upload receipts to submit the appropriate invoice image from your computer.

Submitting a Pay Me Back by Fax or by Mail

- Go to HealthEquity|EZ Receipts (formerly WageWorks) and download the Healthcare Pay Me Back claim form.
- Complete the claim form.
- Fax or mail the form along with the appropriate documentation, such as monthly payment receipt or coupon, detailed invoice or payment contract, etc.

WageWorks EZ Receipts Mobile Application

Submit Pay Me Back requests using the WageWorks EZ Receipts® mobile application on your iPhone/iPad, Blackberry or Android device.