

Medical Claim Filing Instructions

Claim Forms & Reimbursement Schedules available at www.elkinassociates.com

1

Gather Receipts & Claim Form

Receipts must include date(s) and details of service.

Service must be incurred during the Plan Year.

Cancelled checks or credit card receipts are not acceptable per IRS rules.

If claim is for an insurance deductible, an EOB (Explanation of Benefits) from the insurance company must be submitted.

2

Complete and Sign the Claim Form.

Attach receipts and sign the claim form.

Keep copies for your records.

3

Submit Claim & Receipts to Elkin & Associates

Via Fax:

800-598-6844

Or Via Mail:

Claim Processing
Elkin & Associates, LLC
P. O. Box 35470
Charlotte, NC 28235



**Customer Service:
800-598-6843**

Avoid Mail Delays
Sign up for Direct Deposit
For your Reimbursement

