



**IMPORTANT!! PLEASE READ:**

1. This form is for use by **plan members ONLY**, for claims not filed by network providers.
2. Complete this form and submit an original receipt (not a cash register receipt) for administration of influenza vaccine with this claim form. **If you have an OGB general-purpose flexible spending arrangement (GPFSA) card, do not use it to pay for the vaccine.**
3. The receipt should include the date administered, the cost, the vaccine name, the name of the person who received the shot and the medical provider or pharmacist who administered the shot.
4. **Sign** and date the form. Mail the form and the original receipt to the above address.
5. For details on how to receive reimbursement from your GPFSA for remaining out-of-pocket costs after your claim has been processed by your health plan, visit OGB's website (**[www.groupbenefits.org](http://www.groupbenefits.org)**) and click on the flu information link.

**PLEASE PRINT OR TYPE ALL INFORMATION**

**SECTION 1: Pharmacy Information**

Name of pharmacy that administered flu vaccination \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Area Code & Phone \_\_\_\_\_

**SECTION 2: Plan Member Information**

Plan Member's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Member ID or Social Security Number \_\_\_\_\_ Daytime Area Code & Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

This claim is for:  Plan Member  Dependent

**SECTION 3: Dependent Information**

Dependent's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Birthdate \_\_\_\_\_ Check one:  Spouse  Child  Stepchild  Other

**SECTION 4: Other Information**

Is patient covered by another group health plan or Medicare?  Yes  No

Health plan name \_\_\_\_\_

Address \_\_\_\_\_ Area Code & Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Policy Number \_\_\_\_\_ Name of Policy Holder \_\_\_\_\_

**SECTION 5: Signature**

\_\_\_\_\_  
Plan Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient's Signature (if different from plan member)

\_\_\_\_\_  
Date