



Reimbursement Submission Form

SECTION A General Information

Member Name: _____

Member ID: _____ Date of Birth: _____

Altruia HealthShare will only reimburse for eligible medical needs that are submitted within 6 months of the date of service.

SECTION B Reimbursement Type

➤ Please indicate below what you are seeking reimbursement for.

- Office Visit**
➤ Includes office visit costs, common tests and immunizations.
- Service-Specific Costs**
➤ Includes outpatient therapy, X-ray and laboratory services.
- Emergency Room Visit***
➤ Includes costs associated with physicians and facilities.
- Pre-Authorized Procedure ****
➤ Includes diagnostic services, advanced imaging, surgery and in-office procedures.
Pre-Authorization #: _____
- Other:** _____
➤ Please note that prescriptions and durable medical equipment (DME) are not eligible for reimbursement.

* If your medical needs arise from an accident, injury, or emergency room visit, Altruia HealthShare may request a Needs Processing Form (NPF.) and/or associated medical records to determine eligibility.

** Pre-Authorization must be obtained prior to the date of service.

SECTION C Required Documents

➤ The following must be submitted to be considered for reimbursement.

- This completed Reimbursement Submission Form.**
- Itemized statement or “superbill” from the provider that includes the following information:**
 - ❖ Provider’s Name
 - ❖ Provider’s Tax ID
 - ❖ Date of Service
 - ❖ Diagnosis Code (DX)
 - ❖ Procedure Code (CPT and HCPC)
 - ❖ Method of payment that is clearly indicated as credit card, cash or check.
 - ❖ Proof of payment made in full.
 - Proof includes a bank statement, credit card receipt, or cleared check.

Submit via Email or Fax

➤ Please note that reimbursement can take up to 30 business days.

➤ To avoid delays, please make sure you complete and attach all required information together.

EMAIL memberforms@altruiahealthshare.org | **FAX** 512.382.5520

Do not send unless you have completed Sections A–C in full.

Altruia Ministries (dba Altruia HealthShare) is NOT an insurance company nor is the membership offered through an insurance company, and the organization is not subject to the regulatory requirements or consumer protections of any state insurance code. Members are self-pay patients. Altruia Ministries is a 501(c)(3) nonprofit corporation