

Duncan Health Partners Care Coordination Program for Disease Management

Directions for Reimbursement

1. Go to the Duncan Regional Portal Page.
2. Forms needed for the program are located under Featured Links in a section titled "Duncan Health Partners Care Coordination Program". The "Health Claim Form" is under "Also in this Section".
3. Click on "Health Claim Form".
4. Print out the "Health Claim Form".
5. Write in **BIG/BOLD** letters across the top of the page – "Disease Management Program or Care Coordination". This notation tells WebTPA to reimburse you at 100%.
6. Fill out the employee information box and spouse/dependents information box if applicable. Make sure to include the employee's ID number next to the words Employee Information on the form.
7. Sign and date the bottom of the form.
8. Submit the Health Claim Form as page 1, followed by your receipts.
9. Mail to the address listed on the Health Claim Form or fax to the fax number listed on the top of the form next to the WebTPA emblem.
10. Your receipts must have the name of the medication or supply (i.e. diabetic testing strips, pen needles, syringes, etc.) along with the quantity dispensed and cost. **Cash register and credit card receipts will not be accepted.**
11. Submit reimbursement claims at your convenience.
12. Claims may be sent from the date of Care Coordination program enrollment.

If you have any problems or questions regarding your reimbursement, please call your Wellness Navigator at 580-251-8563.