

Get reimbursed for childbirth education classes

Smith College employees with Harvard Pilgrim coverage can get up to \$150 reimbursement for childbirth classes



3 simple steps

- 1 Enroll in and pay for a qualifying childbirth education class
- 2 Complete the *Childbirth Class Reimbursement Form*, available at www.harvardpilgrim.org/smithcollege
- 3 Submit the form and receipts to the address listed on the form

What you need to know before submitting your reimbursement request

- Be sure to get a paid receipt verifying class enrollment. The receipt must show the name of the member, name/location of the class, amount paid and date paid.
- Keep copies of all documentation before sending in your form.
- Only subscribers (Smith College employees enrolled with Harvard Pilgrim) can request reimbursement. If a dependent is enrolled in the class, the subscriber must complete and submit the form.
- Subscribers may claim up to the full cost of a childbirth education class for themselves and/or their dependents, up to a maximum of \$150. For example, if the class fee is \$175, Harvard Pilgrim will only reimburse \$150.
- The amount being claimed must not exceed the cost of the childbirth class. For example, if the class fee is \$130, Harvard Pilgrim will not reimburse more than that amount.
- Subscribers may receive reimbursement for a childbirth class only once per pregnancy.
- Submit the form before the end of the calendar year following the year for which you are requesting reimbursement. For example, if the receipt for the class is February 15, 2015, you have until December 31, 2016 to submit your claim.

What happens after you submit the *Childbirth Class Reimbursement Form*

- Reimbursement checks will be made payable to the subscriber and mailed only to the subscriber's address of record. No alternative address will be accepted.
- If you believe your current address is different than the address of record in Harvard Pilgrim's system, please call the Member Services number on your ID card before submitting your form.
- Please allow 6-8 weeks for processing.

Questions?
Call Member Services
at **888-333-4742**.