

## MEDICARE PART B REIMBURSEMENT CHECKLIST

This checklist is intended to assist ASHI Participants submitting a Medicare Part B Reimbursement application by ensuring that all required items are submitted through the appropriate channels.

Medicare reimbursement will only be processed when the Health and Life Insurance Section has received all required documents.

Medicare Part B Reimbursement Form available on HLIS website:

[un.org/insurance/forms](http://un.org/insurance/forms)

### DOCUMENTS REQUIRED FOR INITIAL SUBMISSION

- Medicare Part B Reimbursement Form
  - Include bank account details
  - Spouse's reimbursement is made to the primary subscriber's account
  - Include a void cheque for reimbursement into a checking account
- Social Security Administration (SSA) or Medicare documents indicating the Medicare Part B premium amount
  - CMS 500 **or**
  - 1099/Social Security Statement **or**
  - Official letter from the Social Security Administration
- Copy of Medicare card

### OPTIONS FOR SUBMISSION OF DOCUMENTS

**Preferred Option:**

- Email to [ashi@un.org](mailto:ashi@un.org)

**Other Option:**

- Mail to the Health and Life Insurance Section  
304 East 45<sup>th</sup> St. New York, NY 10017

### REQUIREMENT FOR SUBSEQUENT YEARS

- Submit Social Security Administration Documentation (if the amount requested is other than the applicable standard amount)
- Submission is only required once a year
- Submit Medicare Reimbursement Form (if banking details have changed)

- NOTE: Medicare Part B payments is only reimbursed retroactive to 2 years