

Date: 9/15/2009
To: City of Oak Forest Employees - Teamsters
From: Michele Thornton, Benefits Consultant
RE: Accessing Reimbursement for Claims – Jan 1, 2007 - Present

As a result of the Union Arbitration Award, please adhere to the following process to access your reimbursement.

1. Call Blue Cross Blue Shield to request a full summary of all claims (EOB's – Explanation of Benefits) going back to January 1, 2007 for yourself and your dependents. Use the following number: _____. Blue Cross will mail you a copy.
2. For your prescription claims reimbursement you will have two choices:
 - a. Login to BCBS website (www.bcbsil.com) Print the prior 12 months of prescription activity for yourself and your dependents. Your reimbursement will be 2.75 times what is determined from that 12 months of experience.
 - b. If you feel this is an inaccurate representation, you are welcome to provide more detailed records directly from your pharmacy.
3. A copy of all documents should be submitted in full to _____ no later than 12/31/2009. The city will have 60 days from the date you submit to complete the following process:
 - a. Claims reviewed for accuracy. Dollar amount of discrepancy determined.
 - b. Confirmation that claims were not reimbursed under HRA arrangement.
 - c. Premium difference subtracted from the final total.
 - d. Calculation Summary & Check released.