EyeMed Out-of-Network claim filing

1. Navigate to: https://www.eyemedonline.com/managed-vision-care/member-forms/out-of-network-claim/#/

2. Enter your email address to have the form emailed directly to you. It will come from noreply@processmyclaim.com.

3. Once you have read through the instructions, click the purple button, shown below, to get started:

> **I've read the instructions above and I'm ready to create my claim**

4. Complete the form with the details of the SUBSCRIBER of the plan. For the National IAM plan, the "Plan Group #" is either 1003867 for the Standard plan or 1003868 for the Enhanced plan.

5. Click the "Add Claim Information" button, shown below. Here is where you will enter the PATIENT who used the plan (i.e. the subscriber is Tom who works at National IAM but the patient was his wife Susie who actually used the benefit and is asking for reimbursement):

Claim Information   Add Claim Information

Click here to add claim information for patient(s).

6. Be sure to add the claims details from the detailed receipt you received from the doctor. This receipt is also REQUIRED to be submitted with the form once completed.

7. For National IAM members in an area where there are no doctors within a 10-mile radius for urban-suburban areas or within 20-mile radius for rural areas, please make sure to click the "Network Access Exceptions" button, shown below:

> **NETWORK ACCESS EXCEPTIONS**
>
> We work hard to make sure that you have access to thousands of eye doctors across the nation. Whether it's due to location or provider availability, you may need to go out-of-network to receive care. If this applies to you, please CLICK THIS LINK to complete the following form. If not, please skip this section.

8. Once you submit the form, you will receive an email with the confirmation number of your claim. It will come from donotreply@filebound.com.

*Should you prefer to fill the form out by hand, you can do so. You can then email the form to OONClaims@eyemed.com. Please note that a detailed receipt is still required using this method as well.