



# Out-Of-Network Reimbursement Form

### Member Information:

Member's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Member's ID or Social Security Number: \_\_\_\_\_

Name of Group/Employer: \_\_\_\_\_

### Patient Information:

Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Relationship to Member: \_\_\_\_\_

If the patient is a child (and over the age of 18):

Is the child a full time student? Y/N

Name of School: \_\_\_\_\_

Is the child physically impaired? Y/N

### Reimbursement Request Information:

Date Services were received: \_\_\_\_\_

Services received (please circle any that apply and provide the amount paid for each)

Exam \$ \_\_\_\_\_

Lenses: Single Vision

Bifocal

Trifocal \$ \_\_\_\_\_

Progressive

Lenticular

Lens Options:

Tint \$ \_\_\_\_\_

Other\* \$ \_\_\_\_\_

\*(Includes Scratch Coatings, Anti-Reflective coatings, etc.)

Frame \$ \_\_\_\_\_

Contact Lenses \$ \_\_\_\_\_

Contact fitting &/or Evaluation \$ \_\_\_\_\_

Provider/Optical Shop Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

**Important:** Most out-of-network requests for reimbursement must be submitted to VSP within six months. However, certain plans may allow out-of-network reimbursements to be submitted beyond the six-month timeframe. Please review your group literature or plan information for deadlines and details.

**Coordination of Benefits Information:** If you are coordinating benefits with another insurance carrier, we need a complete copy of the Explanation of Benefits from your primary insurance carrier. The Explanation of Benefits must indicate the service(s) which were received, as well as the amount paid, denied, or applied to your deductible. This information can be obtained from the provider who performed your recent services.

Submit this form along with related receipts to:

VSP

P.O. Box 997105

Sacramento, CA 95899-7105

For additional information on your eyecare benefits, please visit our website at: [VSP.com](http://VSP.com)