



Burkholder's Heating & Air Conditioning Health Reimbursement Account (HRA) Employee Guide

What is a Health Reimbursement Account (HRA)?

A Health Reimbursement Arrangement (HRA) is an employer funded account that is used to reimburse employees for medical expenses that are applied toward you and your eligible dependents in-network plan year deductible.

When does this plan begin?

This plan begins effective **December 01, 2020** and will end on **November 30, 2021**. You may submit claims up to **February 28, 2022** for services that are incurred from **December 01, 2020** thru **November 30, 2021**.

What am I eligible to receive from Burkholder's?

If you are enrolled in any of the **Highmark** plans, your employer is offering the following reimbursement to you the employee:

- Burkholder's will provide you **\$2,000 (Single Coverage)** or **\$4,000 (Family Coverage)** that can be use for eligible medical expenses that go towards you and your eligible dependents in-network deductible.

How Do I Submit a Reimbursement Request?

There are 2 ways to receive reimbursement from your HRA accounts. The first way is by submitting a reimbursement claim form, along with the appropriate documentation to Streamline HR.

The second way is by simply using your Streamline HR MasterCard.

If you choose to file a claim online, simply log into your account at <https://streamlinehrppt.lh1ondemand.com>. From your home screen, click the "file a claim" button from the left-hand side. The system will prompt you for the necessary information. You must also upload a valid receipt/explanation of benefits (EOB) in order for the claim to be accepted by the system. Please allow 72 business hours for your online claim submission to be processed. Streamline HR will review the eligibility of the claim and current balance in your account before reimbursement funds will be released.

If you choose to mail, fax or email your completed claim form and appropriate documentation to Streamline HR, below are the ways to do so:

By Mail:



Streamline HR
Attn: Spending Accounts Department
5920 Hamilton Blvd.
Suite 201
Allentown, PA 18106

By Fax: (877) 385-7926

By Email: spendingaccounts@mystreamlinehr.com

You can find a blank copy of the Health Reimbursement Account (HRA) claim form under the "Tools & Support" section of your account at <https://streamlinehrppt.lh1ondemand.com>.

Using Your Streamline HR MasterCard

With your HRA, you'll receive a Streamline HR MasterCard® that makes it a fast and convenient way to access your money. With the card, you keep cash in your wallet because you can use your card to pay for qualified medical, dental, vision and prescription expenses. When you use the card, the cost of your eligible expenses will be automatically deducted from your account. There are no claim forms to complete and you won't have to wait to get a check in the mail. Just swipe and go. It's that easy!

As a MasterCard®, there are tens of thousands of merchant locations where you can use your card to cover expenses eligible under your HRA plans. There will be times where you will have to submit receipts to verify the purchases, so please make sure to save copies of your invoices/Explanation of Benefits (EOBs) for easy reference and in case the IRS requires them. In addition, you can check balances, view statements and see alerts about required actions online anytime with a secure Web portal.

How Can I Obtain My Account Balance and Activity?

You can check your account balance, view statements and see alerts pertaining to your HRA account anytime using our secure Web portal by visiting <https://streamlinehrppt.lh1ondemand.com> and use your username and password provided to you at the beginning of the plan year.

You can also reach out to Streamline HR via phone: (877) 262-7291 or email: spendingaccounts@mystreamlinehr.com to obtain account information or for questions regarding your HRA account.