

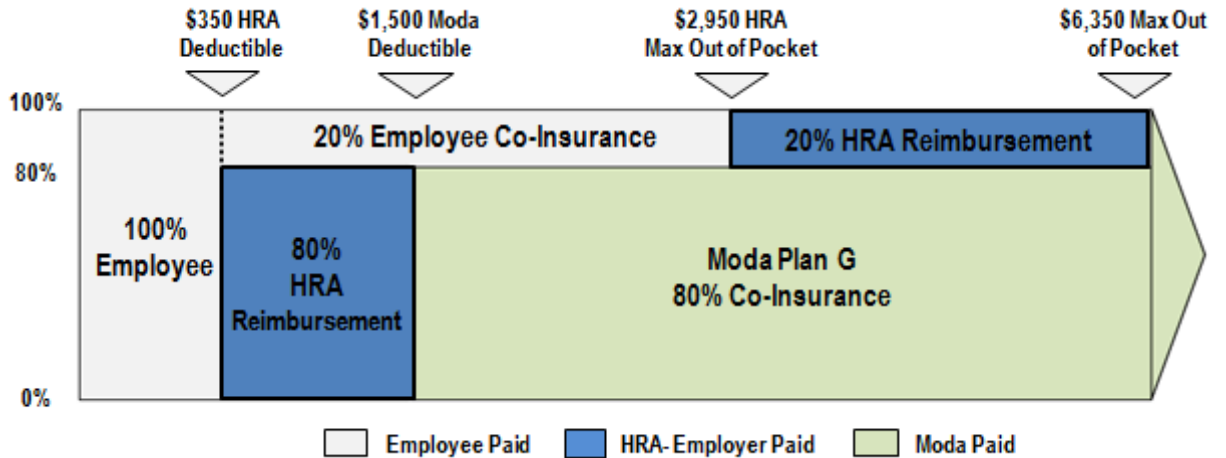
# Hillsboro Preferred HRA Plan

## I Signed Up for the HRA - Now What?

- Seek appropriate medical treatment
- Obtain copies of Explanation of Benefits (EOB) via mail, email, or online at <https://www.modahealth.com/mymoda/>
- Mail, fax, or submit your claims online (See back of this sheet for more information)
- **Fast reimbursements!** Claims that are in by Friday are paid the following Friday
- Medical expenses only (no dental, vision, prescriptions)

## How It Works

(2015-16 Plan Year—illustrated for a single employee)



## Getting Started

- Create your A.S.A.P. Online account;
- PIN Number for first time users is **hillsboroSD**
- Log on to <https://www.dbsbenefits.com/> and check your claims history anytime 24/7

### Contact:

**DSB Customer Service**  
 (800) 234-1229  
 Kay Oldenburg, Claims Specialist  
 koldenburg@DBSbenefits.com

**Mae Hawkins**  
 UDrive Benefits Coordinator  
 Waldo Agencies  
 208-780-1154 direct  
 mhawkins@waldoagencies.com

# Hillsboro Preferred HRA Plan for Licensed HSD Staff

## How To File Claims

### Mail →

1. Complete Hillsboro “HRA Claim Form” from HSD or HEA website, then sign & date
2. Make a copy of your EOBs (keep the original for your records)
3. Mail Claim Form & EOBs to DBS at Diversified Benefits Services, Inc.  
PO Box 260 Hartland, WI 53209

### Fax →

1. Complete Hillsboro “HRA Claim Form” from HSD or HEA website, then sign & date
2. Fax claim form & EOB to Diversified Benefits Services (DBS) to (262)367-5938

### Online →

1. Log in to your DBS “ASAP” online account.
2. Click on **Claims**, then **Online Claim Entry**, then **Enter A Claim**
3. Complete the **Online Claim Form**
4. Select **Attach Image** or **Fax/Mail**
5. Click on **Add Claim Image(s)**, then click on **Browse**. locate the .pdf or .jpg claim image you have stored on your computer
6. Click **Open**, then **Save**
7. Click **Accept Claim**
8. Click **Add Another Claim** if you have additional claims to enter
9. Click **Submit Claim(s)** to DBS after you have entered all of your claims
10. Sign your claim form by checking the “**Certification**” box and clicking **Submit**

## Still Have Questions?

- Diversified Benefit Services has a Customer Service line and a ‘just for you’ Claims Specialist for the Hillsboro School District. Call (800)234-1229
- Mae is available on the phone, email, and will be visiting a school near you!
  - Bring EOBs
  - If you have not yet set up your account online with DBS, bring SSN, addresses & birth dates for yourself and your dependents!

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