PRO ACT
PHARMACY BENEFIT MANAGEMENT

DIRECT MEMBER REIMBURSEMENT FORM

INSTRUCTIONS:

1. Please complete all information in Part A.
   1a. If submitting a reimbursement for COVID-19 Home Test Kits, you will only need to fill in Part A of this form.
2. Please complete Part B using the information on the pharmacy monograph.
   2a. Skip Part B if submitting a reimbursement for COVID-19 Home Test Kits.
3. **Attach pharmacy receipt & monograph for each claim submitted.**
   3a. If submitting a reimbursement for COVID-19 Home Test Kits, you only need to attach the receipt that includes the name of the retail store, the quantity purchased, and the total cost.
4. Review, sign, and return to ProAct via one of the options below**:**

Mail: ProAct, Inc.
1230 US HWY 11
Gouverneur, NY 13642
Attn: DMR Dept.

Fax: (315) 287-7864

Email: dmr@proactrx.com

IMPORTANT: MISSING INFORMATION MAY CAUSE A DELAY IN PAYMENT.

PART A – Employee/Patient Information

Employee's Name: Last		First		Member # (on benefit card):
Patient's Name: Last		First		Relationship to Employee:
Employee's Street Address:				Group ID# (on benefit card; Employer/Carrier):
City:		State:	Zip Code:	Employee's Daytime Phone #:

Please indicate why the patient paid in full: _____

_____

Skip Part B if submitting a reimbursement for COVID-19 Home Test Kits.

PART B – Prescription Information

						FOR PROACT'S USE ONLY	
Rx #	Rx Date	NDC Number	Quantity	Days Supply	Amount Paid	Copay	Member Reimbursement

Authorization

I certify that the above statements are correct and hereby authorize any physician, hospital, employer, union, insurance company, pharmacist, HMO, or prepayment organization to supply the Plan Administrator and its agents any information required with this claim. A photocopy of this claim shall be valid as the original.

Signature: _____ Date: _____