



# THE BASICS OF YOUR HSA



## USING HSA FUNDS

Use your Health Savings Account (HSA) funds to pay for qualified medical expenses until you meet your deductible, and for qualified medical expenses not covered by your health care plan.

Use your account to pay for:

- Medical Bills
- Doctor Visits
- Prescriptions
- Laboratory Fees
- Over the Counter Medications
- Other qualified expenses, such as vision, dental, chiropractic and more!
- Copays, coinsurance and out-of-network charges

Remember, you must use your HSA funds for eligible expenses. Penalties apply for misuse of funds. Any money contributed but not used in the 2022 plan year will automatically roll over to the next plan year and if invested, continue to earn interest tax-free. You can start, stop or change your HSA contribution amounts on a monthly basis.

## HOW DO I MAKE HSA CONTRIBUTIONS?

If you enroll in the High Deductible Health Plan (HDHP), contributing to your account is easy. You can use direct deposit via payroll deductions, or by funds transfer, check or money order. You can start, stop or change your contributions by notifying Human Resources. And you can manage your account and see claims online 24 hours a day, 7 days a week.

- **You must satisfy your deductible before the plan pays for services** —including prescription drugs.
- **Make sure all claims are submitted to the carrier**, even if you know you have to pay for the service because you have not met your deductible. This way you can be sure that all expenses are applied to your deductible.
- **Tell the provider you are in a High Deductible Health Plan and that they should bill you after submitting the claim.** Exception: you will have to pay for prescription drugs at time of receipt.
- **You will receive an Explanation of Benefits** that tells you the amount billed, the approved and discounted amount, and what portion of the expense is your responsibility.
- **Your preventive services are covered at 100%.** No deductible, no copays!
- **Keep your receipts** of any withdrawals and distributions for tax purposes. The best way to avoid taxes or penalties when using your funds is to first pay for medical expenses with personal funds or a credit card, then request a reimbursement from your HSA for the actual medical cost.