

# New York State Employees Prescription Drug Co-Pay Reimbursement Claim Form



**IMPORTANT - PLEASE READ THE FOLLOWING INFORMATION**

This claim form should only be used if you are an eligible employee of New York State and in one of the following units:

**Administrative Services Unit  
Institutional Services Unit  
Operational Services Unit  
Division of Military and Naval Affairs Unit**

## SUMMARY:

- Maximum Reimbursement per family is \$300 per calendar year.
- Submit your completed form along with an **itemized pharmacy printout** clearly indicating the **patient name, co-pay amount and prescription drug names.**
- Cash register receipts, original pharmacy receipts, and cancelled checks are not acceptable.
- Charges for “over the counter” drugs, prescriptions not covered by your prescription plan, vaccines/injections, brand/generic differentials, diabetic supplies and medical supplies/devices are not reimbursed.
- Please refer to the detailed instructions on the claim form for more information.
- Please do not use highlighter on print-outs.
- ***CLAIMS ARE NOT ACCEPTED BY FAX OR EMAIL.***

# New York State Employees Prescription Drug Co-Pay Reimbursement Claim Form



**• Incomplete forms will be rejected.**

- Form must be completed and signed by the CSEA Employee Benefit Fund member. All required documentation must be attached.
- Members who are enrolled in the New York State Health Insurance Program (either the Empire Plan or Health Maintenance Organization) are entitled to reimbursement once annually for NYSHIP prescription drug co-pays and covered prescriptions less than the co-pay for themselves and their eligible dependents.

**Claim Year 2022 (January 1, 2022 - December 31, 2022)**

Member's Name \_\_\_\_\_ EBF ID# \_\_\_\_\_

Mailing Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Email \_\_\_\_\_

Member's Health Insurance Carrier(s) \_\_\_\_\_ Spouse's Health Insurance Carrier(s) \_\_\_\_\_

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please allow up to 6 weeks for processing.*

## **IMPORTANT — PLEASE READ**

- Only one claim, per calendar year, per family (**January 1, 2022 - December 31, 2022**) is processed.
- Once your co-pays reach \$300, the next \$300 in prescription drug co-pays is reimbursable.
- To obtain the maximum benefit of \$300, wait until your co-pay expenses reach \$600 before filing your claim.
- If you do not accumulate \$600 before the end of the year, submit your claim **after December 31, 2022** for what you did pay over \$300.
- **The deadline for submission is March 31, 2023** for the co-pays accumulated during the **2022** calendar year.
- Submit your completed form along with an **itemized pharmacy printout** clearly indicating the patient name, co-pay amount and prescription drug names.
- Cash register receipts, original pharmacy receipts, and cancelled checks are not acceptable.
- Charges for "over the counter" drugs, prescriptions not covered by your prescription plan, vaccines/injections, brand/generic differentials, diabetic supplies and medical supplies/devices are not reimbursed.
- Please do not use highlighter on print-outs.
- **CLAIMS ARE NOT ACCEPTED BY FAX OR EMAIL.**

## **MAIL COMPLETED CLAIMS TO**

**CSEA Employee Benefit Fund  
PO Box 516  
Latham, NY 12110-0516**