

Automatic Orthodontia Reimbursement Process

Group Dynamic, Inc. offers two options for requesting reimbursement for ongoing orthodontia expenses.

Option #1

You may follow our standard reimbursement request procedures for services that have been received:

- Obtain a receipt or statement from the orthodontist that includes the orthodontist's name, address, date of service, service provided and fee charged for the service.
- Submit your Reimbursement Request and receipt or statement to the Reimbursement Team.

Option #2

You may request to have automatic reimbursement for orthodontia services during the plan year, thus eliminating the need to submit a request for reimbursement each month. To enroll in this process:

- Obtain a signed copy of the orthodontist's contract or "Truth in Lending Statement". This documentation must contain the orthodontist's name, address, dates of service (from the beginning of treatment through the anticipated end of treatment), a breakdown of the deposits, fees and payment schedule.
- Complete a Flexible Spending Account Reimbursement Request form, being sure to include the dates of service and charges incurred within the plan year. Please write "auto generation" on your Reimbursement Request form and email, fax or mail it, with your receipt or statement, to the Reimbursement Team at GDI.
- Upon receipt of the items listed above, your orthodontia reimbursements will be automatically processed during the first full week of each month during the plan year.

Submit Your Claims to Group Dynamic, Inc. Reimbursement Team

Email Claims to: claims@gdynamic.com

Fax Claims to: (207) 518-5200

Mailing Address: 411 US Route One, Falmouth, ME 04105

If you have any questions regarding Automatic Orthodontia Reimbursement Process, please call Tisha Campbell on our Reimbursement Team at 1-800-626-3539 or 207-781-8800.