

# Out-Of-Network Reimbursement Form



**Coordination of Benefits Information:**

If you are coordinating benefits with another insurance carrier, we need a complete copy of the Explanation of Benefits from your primary insurance carrier. The Explanation of Benefits must indicate the service(s) which were received, as well as the amount paid, denied, or applied to your deductible. This information can be obtained from the provider who performed your recent services.

**Member Information:**

Member's ID or Social Security Number: \_\_\_\_\_

Member's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Group/Employer: \_\_\_\_\_

**Patient Information:**

Patient's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Relationship to Member: \_\_\_\_\_

If the patient is a child (and over the age of 18):

Is the child a full time student? Y/N

Name of School: \_\_\_\_\_

Is the child physically impaired? Y/N

**Reimbursement Request Information:**

Date Services were received: \_\_\_\_\_

Services received (please circle any that apply and provide the amount paid for each)

Exam \$ \_\_\_\_\_

Lenses: Single Vision  
Bifocal  
Trifocal  
Progressive  
Lenticular

\$ \_\_\_\_\_

Lens Options:

Tint \$ \_\_\_\_\_

\*Other \$ \_\_\_\_\_

\*(Includes Scratch Coatings, Anti-Reflective coatings, etc.)

Frame \$ \_\_\_\_\_

Contact Lenses \$ \_\_\_\_\_

Contact fitting &/or Evaluation \$ \_\_\_\_\_

Provider/Optical Shop Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Submit this form along with related receipts to:  
VSP  
P.O. Box 997105, Sacramento, CA 95899-7105