



## **REIMBURSEMENT FORM**

### **PLEASE FOLLOW THESE INSTRUCTIONS FOR REIMBURSEMENT:**

1. Confirm information in Part 1 and Part 2 are correct. To make changes, please call 1-800-VISION-1 (1-800-847-4661).
2. Sign Part 3 where indicated.
3. Return this form with an itemized receipt for optical services using one of the following methods: mailing to General Vision Services, Attn: OON-Dept, 520 Eighth Avenue, Suite 900, New York, NY 10018, emailing to oon@gvsbenefits.com, or faxing to 347-315-3020. General Vision Services will issue reimbursement checks to the MEMBER.

### **PART 1: MEMBER INFORMATION**

**Choose Account #:**  Active 7552     Retiree 7553

Member's Name: \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_

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

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### **PART 2: PATIENT INFORMATION**

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

Patient's DOB: \_\_\_\_\_

Relationship to Member:  Member     Spouse     Domestic Partner     Child

### **PART 3: AUTHORIZED SIGNATURES (18 years old and older)**

Patient's Signature: \_\_\_\_\_

Member's Signature: \_\_\_\_\_

### **FOR INTERNAL GVS USE:**

Record Card # OUT: \_\_\_\_\_

Authorization #: \_\_\_\_\_ Date Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Exam: \_\_\_\_\_ Frame: \_\_\_\_\_ Lenses: \_\_\_\_\_

Total: \_\_\_\_\_

**(COMPLETE AND RETURN TO GVS WITH RECEIPT)**