

Wellness Benefit Request

Browncroft is offering to staff members a wellness benefit to cover the cost of up to six therapeutic counseling sessions per calendar year. To receive this benefit through the Browncroft Staff Behavioral Health Wellness Plan, please submit this form and supporting documentation to hr@browncroft.org or the mailbox of Jen Best.

Direct payment to a provider or reimbursement of up to \$125 may be requested for each counseling session, up to a maximum benefit of \$750 per calendar year, or six sessions annually. This benefit is for individual therapeutic counseling for the employee, marriage counseling for the employee and spouse, or family counseling that includes the employee.

Please submit requests within the timeframes below:

- Invoices to be paid directly to the counselor’s office – within one week of receipt.
- Reimbursement requests - no later than 30 days after the end of the calendar year.

Invoices should include:

- Name of patient
- Date of service
- Business name (ex: ABC Counseling + address)
- # of sessions
- Amount

Check one: _____ Reimbursement _____ Invoice to pay counselor
 _____ Deposit reimbursement in my HSA account

Employee Name: _____

Name and Address of Counselor: _____

AMOUNT: _____ NUMBER OF VISITS: _____

OFFICE USE ONLY:

of visits: _____ # of prior visits: _____ total visits for year: _____

Approval _____

Check #: _____ Date: _____