



**PAYMENTS TO BENEFLEX FOR
MedFSA ACCOUNT CLAIMS (BEN-P022)**
Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of reconciling the MedSFA report and making payments for weekly claims to Beneflex.

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Benefits Associate

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resources

4.0 DEFINITIONS:

- 4.1 Beneflex: Flexible spending account vendor
- 4.2 MedFSA: Medical Flexible Spending Account

5.0 PROCEDURE:

- 5.1 Beneflex emails MedFSA reimbursement report to Benefits Office each Tuesday, if necessary.
 - 5.1.1 Reimbursements are paid to employees, for approved medical expenditures, from their flexible spending account.
- 5.2 Benefits Associate completes Beneflex Check Request Form (ref. [BEN-F007](#)) and forwards to Accounts Payable by Tuesday afternoon for check preparation.
- 5.3 Accounts Payable prepares check and forwards to Benefits Office for review.
- 5.4 Benefits Associate mails check by Wednesday afternoon to Beneflex.
 - 5.4.1 Copy of Beneflex Check Request Form (ref. [BEN-F007](#)) and check is kept on file with the MEDFSA reimbursement report.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Reimbursement Report
- 6.2 Beneflex Check Request Form ([BEN-F007](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Reimbursement Reports & Check Request Form	Benefits Office HR Vault	2 years 3 years	Shred	Secured Office/Building



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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/23/05		Initial Release
3/07/06	A	Replace Beneflex, Inc with 1 Point Solutions throughout procedure and flowchart
3/26/07	B	Replace 1 Point Solutions with Beneflex throughout procedure, clarify 5.2 & 5.4.1, update flowchart

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****

Payments to Beneflex for MedFSA Account Claims Flowchart

