

# Debit Card Cheat Sheet

## How do I use my card?

You may “swipe” card at qualified locations and providers to pay for out of pocket medical expenses and co-pays.

## Where do I use the card?

Qualified locations and providers include:

- Doctor offices
- Pharmacies
- Dental offices
- Vision offices
- Hospitals



## What happens if I misuse my card?

Card is **BLOCKED** until payment is made to employer. Employer must notify us when payment arrangement has been made so that we may unblock card.

- Example: Purchase Rx for \$20 and toothpaste for \$3.99. Card pays eligible \$20, blocks ineligible \$3.99 and payment to employer is needed.

## What items are paid automatically?

Swipes that can be paid without submitting paper claims depend on your company health insurance plan.

Examples may include:

- Co-pays
- Recurring claims (same merchant, same amount)
- Card fees

## How do I make a manual claim?

Mail, fax or email claim form and provider statement detailing:

- Date of SERVICE
- Services rendered
- Provider and patient names
- Cost

Please check card swipe box on claim form if debit card was used as the method of payment.

## Where can I view my account?

Log on to [www.div125.com](http://www.div125.com) to view:

- New swipes
- Payments
- Balances