

## Goshen College

### *Submission of Manual Claims for Reimbursement*

In order for you to be reimbursed for allowable expenses, you will need to submit a claim form along with a copy of the Explanation of Benefits Form to The Harrison Group, Inc.

You can submit your claims in any of the following ways:

- Mail your claim.
- Fax your claim to (610) 853-9079
- Email your claim to: [service@theharrisingrouponline.com](mailto:service@theharrisingrouponline.com)
- Electronically upload your claims

If you submit your claim by the 15<sup>th</sup> of the month your reimbursement check should be mailed within one week after the 15<sup>th</sup>. If you submit your claim by the end of the month your reimbursement check should be mailed within one week after the end of the month. You can also opt to have your reimbursement direct deposited to your personal bank account. If you choose this option, you will need to complete a Direct Deposit Request Form.

If you would like to check on the status of your claim, please call The Harrison Group, Inc. at 610-853-9075. One of our associates will be able to assist you.