

S&A INCENTIVE PAYMENT PROCEDURE

1. The Employee will be paid a \$50 S&A incentive payment (minus appropriate taxes) if he/she needs to be tested prior to hospital admission or outpatient surgery. (Dependents are not eligible for this benefit coverage.)
2. The \$50 will be processed and paid through the normal S&A payment processing system and checks will be sent to the employee's home.
3. The employee should complete Section A and take it to the hospital on the day of the test. The hospital should complete Section B and return the form to the employee.
4. After both Sections have been completed, the employee should return the form to the Employee Benefits Department in Brackenridge.
5. After verification, the \$50 (minus appropriate taxes) will be processed on the next S&A payment day.
6. If the claim is approved, payment will be made and the original form will be filed in the employee's Benefit File. If the claim is denied for any reason, Section D will be completed and the employee will be sent a copy of the denial.
7. Please refer any questions to the Employee Benefits Department in Brackenridge at (412)226-5180.