

## How to Submit Documentation for Points

### Doctor's Visit (250 points)

1. You can submit your EOB (explanation of benefits) or a printout from your Dr.'s office that states you had a preventative or wellness or annual check-up. If the paper does not state this, Interra Health will not accept it as proof.
2. Attach this to a completed Verification Form(found on the Wellness Webpage or on your Dashboard)
3. You can submit your documentation one of FOUR ways:
  - Scan both documents and upload onto your 'secure documents' tab
  - Mail to the Interra Health Milwaukee office whose address is listed on the Verification Form.
  - Fax to the Interra Health Milwaukee office (fax number is on the Verification Form)
  - Email to the Interra Health Milwaukee office (email info on the Verification Form)
4. There is now an electronic version of the Verification form that you can complete and submit-you no longer have to scan the paper copy. This is found on the Wellness Webpage and on your Dashboard under the Resources tab.
5. IF YOU HAVE YOUR PHYSICAL/CHECK UP AT INTERRA HEALTH BY THE NURSE PRACTITIONERS THERE, YOU WILL RECEIVE YOUR POINTS AUTOMATICALLY ON YOUR DASHBOARD ON THE 6<sup>TH</sup> OF THE FOLLOWING MONTH YOU HAD THE EXAM.

### Dental visit (100 points per cleaning-can submit up to 2 cleanings per year)

1. Delta Dental will cover up to 2 cleanings PER BENEFIT YEAR (Jan 1-Dec 31)—they do not have to be every 6 months!
2. You can submit your EOB (explanation of benefits) or a printout (bill) from your dentist's office that states you had a cleaning(a prophylaxis) as it's referred to in the dental world.
3. Refer to steps 3-5 in Doctor's Visit above.

**\*\*\*You may not receive an EOB in the mail from your Dr. or dentist since preventative exams and dental cleanings are covered 100% by our insurance. You will need to log into and set up an account for yourself through Delta Dental and Anthem if you want to use these as your proof. I would recommend asking for a printout of some kind before you leave your physician's or dental office.**

**\*\*\*All documents submitted in one month will not show up on your dashboard until the 6<sup>th</sup> of the following month so if you submit your documents in Sept., you will not see them until October 6<sup>th</sup>.**