



Town of Mansfield

6 Park Row, Mansfield, Massachusetts 02048

April 15, 2015

TO: All Town Employees

FROM: Patti Firing, Human Resources
Jackie Boudreau, Treasurer/Collector

RE: Mitigation Procedures

As a reminder, all mitigation requests should be submitted to the Treasurer's Office on the attached form. **Prior fiscal year expenses must be submitted separately from current fiscal year expenses.** The request should include your employee ID number, which can be found on your pay stub, and your department. The request should be submitted within 30 days following payment of the co-payment. In addition, all receipts within a fiscal year must be submitted by July 1st of the following year.

Please note: Our health insurance plans have co-pays for scans (MRI etc.) **ONLY** if they are performed at hospitals. Standalone clinics should not be charging a co-pay. If you have been charged a co-pay in this situation, please contact the imaging facility directly to request reimbursement.

Please be sure to attach copies of paid receipts to your reimbursement request form. Requests for payment cannot be processed without the copies of receipts attached. The receipt must include the date of the office visit, the doctor's office and/or hospital name, patient's name, and the amount paid as co-payment. If any additional information is included on the receipt, please black it out prior to submitting it for reimbursement.

Please allow at least two (2) weeks for the reimbursement

Any questions regarding mitigation should be directed to Barbara Guilbault at extension 66427.