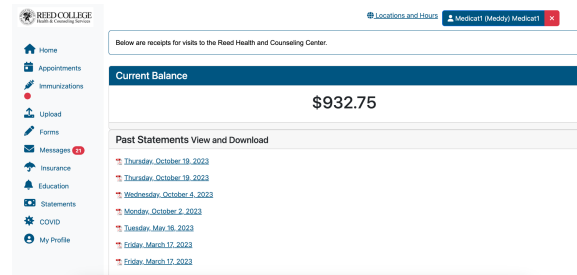
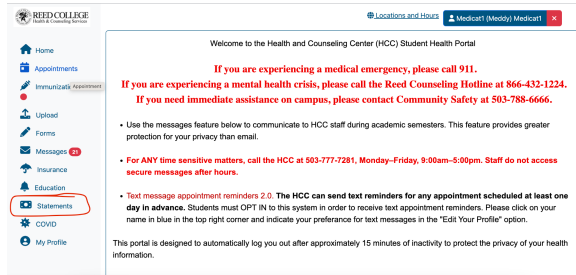


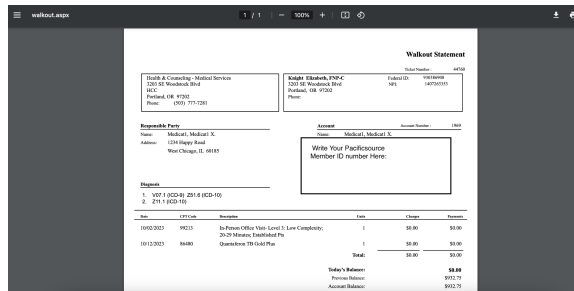
# How to Submit Charges to Insurance

## Pacific Source:

1. Log on to the [Reed College Student Health Portal](#)
2. Under Statements, select the date of service for the charges you would like to have sent to PacificSource.



3. Print the statement.
4. Write your PacificSource id number on the statement.



5. Mail in the pre-addressed stamped envelope provided.

\*If you have misplaced this envelope, you can stop by the HCC for a new one or use any envelope and mail with postage to:

**PacificSource Health Plans**  
**PO Box 7068**  
**Springfield, OR 97475-9716**

The charge will remain on your Reed Student Account until the claim is processed at which time a check will be mailed to the business office. It is your responsibility to ensure Reed is paid for these charges.

## Commercial Insurance:

All commercial insurances' claims processing differs. You will need to either log into your portal if you have one set up for your insurance or call the customer service number on the back of your insurance card. You can follow steps 1, 2, and 3 above to print out your charge sheet if needed. It is your responsibility to pay Reed for the immunization charges and work with your insurance company for reimbursement if you choose.