



# Tips for Using Your Health Savings Account (HSA)

The new PPO Plus HSA Plan comes with a Health Savings Account (HSA). The following tips will help you use the PPO Plus HSA Plan throughout the year.

## GETTING STARTED

- 1 Understand how much is going into your account during the year.** Remember that the College is contributing 50% of your deductible to your HSA in January 2015. That's \$750 if you have individual coverage or \$1,500 for family coverage. You may also make voluntary contributions to your HSA. You may start, stop or change your contribution amount at any time during the year. Your contributions go into your account each pay period.

**Action Step:** Go to [www.wageworks.com](http://www.wageworks.com) or call the WageWorks Customer Service line at 1-877-924-3967 to keep track of your HSA balance during the year.

- 2 Learn what expenses are eligible for payment from your HSA.** You may use the money in your account for any health care expenses, such as your deductible, copayments for prescription drugs or bills not covered by your medical, dental and vision plans (e.g., eyeglasses, contact lenses, and orthodontic care).

**Action Step:** Refer to IRS Publication 502 ([www.irs.gov/pub/irs-pdf/p502.pdf](http://www.irs.gov/pub/irs-pdf/p502.pdf)) if you want more information about eligible expenses.

- 3 Think about when and how you want to use your HSA.** You decide when to pay or get reimbursed for your expenses. You might want to pay your expenses from your HSA right away or save the money in your HSA for future health care expenses. You don't lose the money in your account, so it's your choice when and how to use your HSA.

**Action Step:** Use Harvard Pilgrim's Now iKnow tool to review your actual medical expenses and monitor which expenses you're paying through the HSA.

## USING YOUR PLAN DURING THE YEAR

- 4 Look for in-network providers when possible.** You are responsible for choosing your doctors, hospitals and other health care providers. In-network providers charge negotiated (discounted) rates. If you go outside the network, you'll pay the full cost of services before you meet your deductible and 20% of the full cost after you've met the deductible. Staying in-network will always save you money.

**Action Step:** Review the online in-network provider directory (by going to [www.harvardpilgrim.org](http://www.harvardpilgrim.org), clicking on "Member" and then using "Find a Doctor") or ask your doctors if they participate in the Harvard Pilgrim network.

- 5 Know which expenses are going toward your deductible.** Under the PPO Plus HSA Plan, you pay for all eligible medical expenses until you meet your deductible: \$1,500 if you have individual coverage and \$3,000 if you have family coverage. Once you've met this deductible, the plan pays 100% for most in-network services. You may use your HSA for vision and dental expenses – but they don't count toward meeting your deductible.

**Action Step:** Write down your expenses or use the Now iKnow tool for up-to-date information on how close you are to meeting the deductible.

**6 Contact Harvard Pilgrim Health Care or WageWorks with any questions.** Both of these vendors have comprehensive Customer Service teams and extensive online resources. If you have any questions about medical services or coordination between the plan and the HSA, don't hesitate to reach out.

**Action Step:** Carry your ID cards with you and refer to the toll-free numbers and websites to access the information you need.

## USING YOUR ACCOUNT DURING THE YEAR

**7 Decide how to pay for each expense as it comes up.** You may pay for health care expenses from your HSA or pay them out of your own pocket and save your account for later. You can pay many expenses at the point of service with your WageWorks card or you can get reimbursed from the HSA after you've paid an expense. For example, you might want to pay for prescriptions with your WageWorks card, but save up several expenses and then submit one request for reimbursement.

**Action Step:** Be thoughtful about when you use your WageWorks card, when you pay for expenses directly and when you get reimbursed from your HSA.

**8 Document your medical expenses.** The IRS doesn't currently require you to submit receipts or documentation for the expenses you pay from the HSA. However, it's important to maintain this information for yourself. If you pay for expenses out of your own pocket, you may have enough to qualify for the IRS tax credit at the end of the year. If you pay for them out of your HSA, you'll want to be able to match your account balance with your health care expenses so there's no confusion about what you paid with pre-tax dollars.

**Action Step:** Create your own file to hold your receipts and notes on the amount you paid and how you paid it (from your pocket or via the HSA).

## SAVING FOR THE LONG TERM WITH YOUR ACCOUNT

**9 Plan ahead for future health care expenses.** Some people use the HSA to save now for future expenses such as significant dental work or a specific surgery. Paying supplemental medical plan premiums is common among retirees. You can designate how your HSA funds are maintained through the "Spend It" (available now for expenses) and "Save It" (maintained separately) features. You may also move your money between these options.

**Action Step:** Check out the WageWorks website for more about the "Spend It" and "Save It" options and decide whether to use this feature.

**10 Consider investing your HSA money.** Once you have at least \$1,000 in the "Save It" portion of your account, you can invest this money and benefit from investment earnings.

**Action Step:** Review the WageWorks enrollment kit for more information about the investment options that are available under the HSA.

For more information about the new PPO Plus HSA Plan, go to  
[www.wellesley.edu/hr/benefits/newplan](http://www.wellesley.edu/hr/benefits/newplan).