

ICMA-RC Web Site Instructions

Log in to your ICMA-RC account at www.icmarc.org. Enter your Account Access User ID and Password. If you do not have one, click on "Request an Initial Password". Next click on "My Account View" and select from the submenu, "RHS Claims".

How to Submit an Online RHS Claim

Once logged in to "RHS Claims", at the Welcome Screen, select "Submit your RHS Claims". Next click "select" beside the account you wish to be reimbursed from.

Enter the information in the submission form:

Service from date – the date of service or beginning of a multi-day service

Service to date – the date of service or end of a multi-day service

Amount – Enter in dollars and cents (i.e. \$150.50)

Claimant – the person the service is for

Provider – the company providing the service

Select "Enter Claim"

Confirm the accuracy of the claim information then electronically "sign" your form by selecting a submission method (see below), and entering your social security number. Print the confirmation page and attach supporting documentation.

Mail	VantageCare RHS Plan C/O Meritain Health PO Box 30136 Lansing MI 48909-7611
Fax	888-665-8495

Note: All documentation for online claims must be received by Meritain Health within 30 days of claim submission. Any claims unsubstantiated after 30 days will be denied.