

## Complete Health Improvement Program (CHIP) REIMBURSEMENT CHECKLIST

CHIP is a lifestyle enrichment program designed to reduce disease risk factors through the adoption of better health habits and appropriate lifestyle modifications. Participants will complete a health risk assessment and blood draw.

**100% of program fee covered for Ascend to Wholeness plan members upon proof of 80% attendance.**

### EARN ASCEND TO WHOLENESS POINTS

Earn 72 Ascend to Wholeness points for Complete Health Improvement Program (CHIP).

Log into <https://ascendtowholeness.org/en-US/Member> and select the Healthy Habits & Activities button.

Before you fill out the reimbursement form below make sure you have all the required documents to submit the form.

### REIMBURSEMENT CHECKLIST

- Be an Ascend to Wholeness Plan Member
- Attach the CHIP attendance verification form showing 80% completion, for example, 13 of 16 sessions.
- Attach the program receipt or any proof of program payment such as a copy of your check, credit card statement or CHIP receipt (copied in 8 ½ x 11, if mailing in receipts)
- Attach the filled and signed Physician's referral form
- Complete and submit the required documents listed above to:

**WebTPA**

**Mail:** WebTPA  
PO BOX 99906  
GRAPEVINE, TX 76099-9706

**Fax:** 1-469-417-1960

**NOTE:** The plan allows you to file for reimbursement once a year and you have one year from program completion to file for reimbursement when the program was completed. You **MUST** complete 80% of the program to be reimbursed.

### REIMBURSEMENT FORM

FILL OUT THIS PORTION AND SUBMIT IT WITH THE REQUIRED DOCUMENTS TO THE ADDRESS ABOVE

FIRST (GIVEN) NAME:	MIDDLE INITIAL:	LAST (SURNAME) NAME:
MEMBER #:	PHONE#:	EMAIL ADDRESS:
BIRTHDATE:		
ADDRESS WHERE REIMBURSEMENT CHECK IS TO BE MAILED:		
CITY:	STATE:	ZIP CODE:

Administered by:  
**Adventist Risk Management® Inc.**  
12501 Old Columbia Pike, Silver Spring, MD 20904