



## Procedures for Submission of PIBT Executive Benefit Plan

Insured Persons should attach the Explanation of Benefit (EOB) form from their BASE HEALTH PLAN for Medical, Dental, or Vision claims to the Claim Form and submit to the PIBT Executive Benefit Plan Office.

If the claim is for services that are not covered by the BASE HEALTH PLAN but are eligible for reimbursement under the Limited Benefits of this Policy (such as Preventative Exams or chiropractic services), it is not necessary to submit the claim to the BASE HEALTH PLAN first for a denial EOB. It will, however, be necessary to submit an itemized billing statement. Cancelled checks or receipts are not acceptable.

To be eligible for reimbursement, claims should be submitted no later than the number of days specified under the Claim Provisions of your Certificate of Insurance.

Claim forms must be attached to all claims submitted. Please note any corrections or change of name or address on the Claim Form at the time of each submission.

All correspondence and telephone inquiries concerning claims should be directed to Joanne Cadenas: (323) 728-9500 Ext. 256.

PIBT Executive Benefit Plan  
5800 S. Eastern Ave., Suite 400  
Los Angeles, CA 90040  
Attn: Claims Administration

Phone: (323) 728-9500  
Fax: (323) 838-0485