

# Vision Service Plan

## Filing an Out-of-Network Claim

There are 2 ways to submit an out-of-network claim.

Option 1 is the quickest way to submit a claim.

Options:

1. Create an account at [www.vsp.com](http://www.vsp.com)
  - a. Go to Benefits & Claims
  - b. Go to Claims & Reimbursement to start a new claim
  - c. Complete the claim form on-line, then print and mail the form to VSP
  
2. Call VSP Customer Service at 1-800-877-7195
  - a. Request an “Out-of-Network Claim”
  - b. Once you are connected to a service representative, they will require...
    - i. Information about the claim –
      1. Provider Name
      2. Date of service
      3. Billed Amount
    - ii. VSP will mail a claim form to you
      1. Complete the claim form
      2. Attach an itemized invoice of items & services purchased
      3. Mail the claim form and invoice to VSP at the following address

**Vision Service Plan**

**Attention: Claims Services**

**P.O. Box 385018**

**Birmingham, AL 35238-5018**