



Medical Flexible Spending Account Worksheet



Start by reviewing prior years' receipts for medical expenses (healthcare, dental, and vision) that you paid for out-of-pocket. This may be helpful in determining your annual Flexible Spending Account election for next year.

Budget only for expenses that are eligible for reimbursement through a medical Flexible Spending Account and that will be incurred during the next plan year.

(Be sure to include expenses for you, your spouse, and other eligible dependents.)

Information on eligible expenses is attached to this worksheet.

Type of Service	Number of Visits per Year	Cost per Visit	Mileage Cost per Visit = Average miles per Visit* X Mileage Rate (\$0.23/mile)	Annual Cost = Number of Visits X (Cost per Visit + Mileage Cost per Visit)
Office Visits (including Specialists)	Example: 10 visits	Example: \$25 copayment	Example: 20 miles X \$0.23/mile = \$4.60	Example: 10 X (\$25 + \$4.60) = \$296.00
Chiropractor Visits				
Hospitalization or Surgery				
Emergency Room Visits (\$60 copayment**)				
Speech, Physical, or Occupational Therapy				
Counseling or Therapy Sessions to Treat a Medical Condition				
TOTAL ANNUAL MEDICAL SERVICE COST				

Type of Product	Monthly Cost	Annual Cost = Monthly Cost X 12
Prescriptions		
Over-the-counter supplies and equipment (contact lens supplies, diabetic supplies, etc.)		
TOTAL ANNUAL MEDICAL PRODUCT COST		

Other Medical Expenses	Annual Cost
Other anticipated medical expenses (One-time medical, dental, or vision expenses, one-time prescriptions, etc.)	
TOTAL ANNUAL OTHER MEDICAL EXPENSES COST	

TOTAL ANNUAL MEDICAL FLEXIBLE SPENDING ACCOUNT ELECTION	
<i>= Total Annual Medical Service Cost + Total Annual Medical Product Cost + Total Annual Other Medical Expenses Cost</i>	

* Average Miles per visit is defined as the average number of miles to and from a medical provider for one visit. This mileage is an eligible expense for reimbursement through a medical Flexible Spending Account. Mileage rates change annually.

** Waived if admitted as an inpatient directly from the emergency room or for observation for 24 hours or longer.