



HEALTH INSURANCE MARKETPLACE  
DEPARTMENT OF CONSUMER & BUSINESS SERVICES  
PO BOX 14480  
SALEM OR 97309-0405

## IMPORTANT REMINDERS

**Don't lose coverage.** After signing up for health insurance through HealthCare.gov, you got an eligibility notice from the Health Insurance Marketplace. In the notice, look for "What should I do next?" This section shows what other documents you must give them. If you don't give them copies of the documents, you will lose the financial help (tax credits) you are getting for health insurance. It is important to respond. If you do not, you could lose your health insurance.

When you give the Health Insurance Marketplace the documents they asked for, include your full name and application number on each page you give them. You must mail or upload the documents to your account on HealthCare.gov. Go to <https://www.healthcare.gov/tips-and-troubleshooting/uploading-documents/> for help. There is **NO FAX NUMBER** for these documents.

If HealthCare.gov asked you to show...	You can submit...
Immigration status	A copy of your I-94/I-94A or passport
Income, and you have no income	A signed letter stating that you have no income, how you are being supported, and why you are not eligible for Medicaid (the Oregon Health Plan)
Loss of other health coverage	A letter or other document showing when your previous coverage ended or will end

Not everyone will be asked to send all of these documents. Send only the ones that the Health Insurance Marketplace asks for.

**Did you receive the Advance Premium Tax Credit (APTC) in 2017** for health insurance? The APTC is the financial help that brings down the monthly costs of your insurance through HealthCare.gov. If you got that help, you need to file a tax return and fill out IRS Form 8962 using your 2017 Form 1095-A. The Health Insurance Marketplace should have sent you a 2017 Form 1095-A if you got coverage from the Marketplace that year. If you don't file your 2017 taxes, including IRS Form 8962, your 2018 APTC could stop and you may have to pay the

full cost to keep your health insurance. You can get free help with your taxes from these organizations:

- IRS Free File: <http://irs.gov/freefile>
- CASH Oregon, free services: <http://www.cashoregon.org>
- VITA, free help for basic tax returns: <http://www.irs.gov/Individuals/Free-Tax-Return-Preparation-for-You-by-Volunteers>

You can get more information at [OregonHealthCare.gov](http://OregonHealthCare.gov) under “Tax Information.”

**Use your benefits.** If you go to an in-network provider under your plan, you pay nothing to get some services that help keep you healthy. These services include:

- Blood pressure screening
- Cholesterol screening for adults of certain ages or at higher risk
- Depression screening
- Diabetes (Type 2) screening for adults with high blood pressure
- Immunization vaccines

**Out-of-pocket reimbursements** are payments to you for money you paid for approved plan benefits or services. You do not need to send us your monthly premium bill; we pay premiums directly to the insurance carrier for you. For out-of-pocket costs you have already paid for, you **must provide to us:**

- Signed reimbursement form
- Official payment receipt (copy)
- Explanation of Benefits (EOB) (copy)
- Pharmacy medical expense summary (copy) for prescription medications

These documents will tell us if the services or prescription medications were approved and provided by in-network providers and facilities.

If you have questions, call us at 1-855-268-3767 (toll-free) Monday to Friday from 8 a.m. to 5 p.m.

Oregon Health Insurance Marketplace  
Attn: COFA Program  
P.O. Box 14480, Salem, OR 97309  
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