



Attention: Employees of Athens County Board of DD
Re: myRSC.com login instructions

Welcome to the Athens County Board of DD Benefit Plan. Participation in this plan allows you access to the *myRSC*, a password protected web site, where you can keep up with various benefit news, including your year-to-date claims and payments. To log in to *myRSC* for the first time, follow the steps below:

1. Go to www.myrsc.com.
2. Click **Register** under the First time logging in? paragraph.
3. Click the myRSC Temporary Login ID and Employer Code link in red.
4. Enter your SSN (no dashes or spaces) in the Login ID field and click **CONTINUE**.
5. Enter 65140079 in the Employer Code field and click **CONTINUE**.
6. Enter a login ID of your choice that is at least 6 but not more than 100 characters in length. Note: Since Social Security Numbers are no longer used as the login ID, the login ID you create may not be 9 characters in length.
7. Select an existing e-mail address or enter a new one to be used to e-mail forgotten passwords.
8. Enter a secret question or use a predefined secret question to prompt your memory of your password.
9. Enter the answer to the secret question.
10. Click **SUBMIT**.
11. Enter a new password in the New Password field.
12. Re-enter the password in the Confirm New Password field.
13. Click **CONFIRM PASSWORD**.
14. You are now logged into *myRSC*.

If you have any questions, please call (866) 424-3746 or e-mail us at dpatrick@pcgbenefits.com.

Sincerely,

Patrick Benefit Administrators

ATHENS CO. BOARD OF DD

1. Have your eligible medical claim submitted *FIRST* to your insurance carrier, Medical Mutual for processing. Please present your ID Card to your provider at the time of your appointment.
2. Your EOB, Explanation of Benefits will be sent directly to Patrick Benefit Administrators for processing those claims that apply to your deductible. You are responsible for all Co-pays and the first \$200 Single/\$400 Family of the deductible.
3. It is not required, but if you receive an Invoice for services from your Provider, please fax, or email a copy to Patrick Benefit Administrators. Our address is: PO Box 520, Piketon, OH 45661. Patrick Benefit Administrator's fax number for the Claim Vault is (877) 947-8678 . You may email your Invoice to hmcgraw@pcgbenefits.com or dpatrick@pcgbenefits.com

By sending your invoice, we can make sure a check is sent to the proper billing address for your provider. If emailing, please use our secure email by going to <https://pcgbenefits.sendinc.com> if possible. **If you paid anything at the provider's office other than a co-pay, please write the amount on the fax cover sheet or include it in your email. Please note there are no reimbursements for Out of Network claims through your HRA.**

4. Expenses that Medical Mutual credits to your deductible will be eligible for reimbursement through the Medical Expense Reimbursement Plan at the benefit level established under the reimbursement plan.

**HAVE ANY REMAINING QUESTIONS
ABOUT REIMBURSEMENTS?
CALL HEATHER MCGRAW or JESSICA
MULLINS
(740) 947-8676
1-888-472-7241 or 1-866-424-3746 toll free**

PATRICK BENEFIT ADMINISTRATORS

ATHENS CO. BOARD OF DD CONTACT INFORMATION

1. Contact Names, Phone Numbers and Email for PATRICK BENEFIT ADMINISTRATORS:

1-866-424-3746 or 740-947-8676 Fax: 740-947-6068

Heather McGraw	Ext: 104
Jessica Mullins	Ext: 100
Deb Patrick	Ext: 101
Rick Patrick	Ext: 102

hmcgraw@pcgbenefits.com
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**Please contact us at:
740-947-8676
or Toll Free at:
1-866-424-3746
CLAIM FAX: 1-877-947-8678**