



BAY CITIES BROKERAGE

3505 Ocean Boulevard SE
Coos Bay, Or 97420
Phone: 1-541-672-5661
Toll Free: 1-877-324-8109

REIMBURSEMENT INSTRUCTIONS

Please cut out one portion of the reimbursement slip and take it with you to your appointment. Fill in all information and obtain physicians signature.

Upon completion, please return your slip by mailing it to The Brokerage at Bay Cities Ambulance at 3505 Ocean Blvd SE, Coos Bay OR 97420, or drop off at our Roseburg office at 1290 NE Cedar St, Roseburg OR 97471.

Please return original slips only, as copies the completed slip will not be accepted although you may make copies of the blank original slip. Upon receipt please allow up to 30 days for processing, all reimbursement slips must be returned within 45 days of your appointment. If you fail to bring your slip with you to your appointment we will not authorize secondary reimbursement requests.

Additional information: ALL REIMBURSEMENT REQUESTS MUST HAVE PRIOR AUTHORIZATION or they will not be processed. Please give us at-least 48 hours notice for out of town reimbursement requests.

OAR: 410-136-3240