

# Breaking down your invoice



## Your health insurance premium

Each month, you'll get an invoice for your health insurance premium. Your premium is the amount you pay every month for your coverage. Here are tips on how to read your invoice and easy ways to pay.

- 1 Address**  
This is our office address. Don't send payments here.
- 2 Coverage period**  
Always check the coverage period to know what month(s) you're paying for.
- 3 Past due amount**  
If this has a positive dollar amount, there is an unpaid amount from a past bill. If this has a negative dollar amount, you had a credit on your account. We'll use your credits to pay your current bill.
- 4 Total amount due**  
This is the total amount you pay. It's the current month plus any past due amount. If you're enrolled in automatic payments, we'll take out this amount.
- 5 Important account information**  
This section shows if you're enrolled in automatic payments. It also explains general information about balances, credits, and due dates.

**Medica**  
PO Box 9310  
Minneapolis, MN 55440-9310

Your Name Here  
Your Address  
City, State 12345

**Sample Statement**

Invoice No: 1234567  
Invoice Date: mm/dd/yyyy  
Subscription ID: 1234567891  
Plan Name: Your Plan Name Here  
Coverage Period: mm/dd/yyyy – mm/dd/yyyy

**Have Questions?**  
Visit [medica.com/MyPayment](https://medica.com/MyPayment)  
Call us at 1-866-398-7231  
(TTY: 711) Monday – Friday 8 a.m. – 6 p.m.

**Current Month Summary**

Due Date	Current Month Due	Past Due Amount	Total Amount Due
mm/dd/yyyy	\$ 123.00	-\$80.00	\$43.00

*Current Month Due includes your Advance Premium Tax Credit (subsidy) and/or other credit(s).*

**Important Account Information**

You do not need to submit payment. You are enrolled in Medica's Automatic Payment Plan. This is a copy for your records. Your payment will automatically withdraw from your account within the first five business days of each month.

This statement includes both your current month charges and any unpaid past due amounts. Your premium is due on the first day of the month for that month's coverage and must be paid in full to avoid cancellation of your Medica policy. If you didn't pay last month's premium in full, the balance is shown in the past due amount column and you have entered your grace period. If you have made a recent or mid-month change to your policy, that change may not be reflected until your next statement.

Thank you for choosing Medica

Subscriber Name	Subscription ID	Invoice No.
Your Name Here	1234567891	1234567


Return payment to:  
**Medica**  
PO Box 856523  
Minneapolis MN 55485-6523


Due Date: mm/dd/yyyy  
Current Month Due: \$123.00  
Past Due Amount: -\$80.00  
Total Amount Due: \$43.00


AMOUNT PAID \$ \_\_\_\_\_

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# Ways to pay your health insurance premium

 **Online**  
Sign into your member website at **Medica.com/SignIn** and select *Manage + Pay Bills* to make a one-time payment throughout the year using your bank account or credit/debit card (Visa and Mastercard only). You can also set up your payment to come out automatically each month by signing up for our Auto Pay Plan.

 **Phone**  
Call Member Services at **1 (866) 398-7231** to sign up for our auto pay plan or make a payment using your bank account, pre-paid debit card or a credit/debit card (Visa and Mastercard only\*).

 **Mail**  
Return the pay slip at the bottom of the invoice along with your check or money order in the envelope provided. Allow 10 business days for mailing and processing.

Medica  
PO Box 856523  
Minneapolis, MN 55485-6523

## It's important to pay your premium on time

The best way to keep your coverage is to pay your full premium by the first of every month. If you don't, we'll wait to process your medical and pharmacy claims. This means you may have to pay the full cost of your medications or health care services.



### Have a question?

Visit **Medica.com/MyPayment** for answers to common billing questions.  
Or, call Member Services at the number on the back of your Medica ID card.

\*A pre-paid debit card or a credit/debit card payment will only be accepted when you make your first payment. If you make future payments over the phone, we'll only accept payment through your bank account.