

Steps for Manual Claim Submission

Labtician Atropine

1 Obtain the pharmacy receipt

Take your prescription to the pharmacy, who will advise you on the dosage and the cost of the medication

Ensure that you get:

- The official receipt from the pharmacy
- Note: In some cases, it may also be required to submit the original prescription

2 Obtain the insurer's prescription drug claim form

Access the claim form from your insurance provider's website, mobile app, or your workplace HR.

The form is usually titled "prescription drug claim form" or "manual drug claim form".

3 Fill in the patient information on the claim form

Fill in:

- Policy/Group number
- Certificate/Member ID
- Patient information
- Coordination of benefits details (if applicable)

4 Fill in the prescription information on the claim form

Add the details from the pharmacy documents:

- Date filled
- Rx number
- Drug/compound name
- Total cost
- Pharmacy name and address

Some insurers require a list of each ingredient with individual DINs. Refer to *Formulation Breakdown* on the next page.

5 Attach required documents as applicable

Typically includes:

- Original pharmacy receipt
- Formulation breakdown
- Copy of the prescription if required

Note: Insurers usually won't accept debit/credit slips alone—must be official pharmacy receipts.

6 Submit the claim

Options usually include:

- Submit the e-claim online or upload the complete claim document through the insurer's app/portal (fastest)
- Email the claim form (if allowed by insurer)
- Mail the form and documents to the insurance provider's claims address

Formulation Breakdown

Some insurers require a list of each ingredient with individual DINs. Choose the information that is applicable to your prescribed product.

Labtician Atropine Concentration	Active Ingredient and DIN	Additional Ingredient and DIN
ATROPINE 0.01% EYE DROPS	Atropine 1% - 0.05 mL, DIN 00512990	Balanced Salt Sodium- 4.95 mL, DIN 00035017
ATROPINE 0.02% EYE DROPS	Atropine 1% - 0.1mL, DIN 00512990	Balanced Salt Sodium – 4.9mL, DIN 00035017
ATROPINE 0.025% EYE DROPS	Atropine 1% - 0.125 mL, DIN 00512990	Balanced Salt Sodium - 4.875 mL, DIN 00035017
ATROPINE 0.05% EYE DROPS	Atropine 1% - 0.25 mL, DIN 00512990	Balanced Salt Sodium 4.75 mL, DIN 00035017