

## MEMBER SUBMITTED HEALTH INSURANCE CLAIM FORM

### FILING INSTRUCTIONS

1. Complete **all** items below **including** your signature and date. **All** of the information is essential for prompt and accurate processing of your claim(s). Please do not highlight information or use red ink.
2. Submit the claim and attach an **itemized** statement of services from the healthcare provider to the address provided on the back of your ID card. Cancelled checks, cash register receipts or personal itemizations are not acceptable.
3. The itemized statement **must** include name of patient, date(s) of service, type of services performed, diagnosis and charge(s).
4. You must use a separate claim form for each patient. All expenses for one patient can be submitted with one claim form.

**NOTE: YOU SHOULD MAKE A COPY OF YOUR COMPLETED CLAIM FORM AND ITEMIZED BILLS FOR YOUR RECORDS.**

#### **PATIENT INFORMATION**

PATIENT'S NAME (first name, middle initial, last name)	
PATIENT'S ADDRESS	
Street _____	
City _____	State _____ Zip Code _____
PATIENT'S DATE OF BIRTH (month, day, year)	PATIENT'S SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
PATIENT'S RELATIONSHIP TO THE PERSON NAMED ON ID CARD	
<input type="checkbox"/> SELF <input type="checkbox"/> SPOUSE <input type="checkbox"/> CHILD <input type="checkbox"/> OTHER	

#### **ID CARD INFORMATION**

NAME ON ID CARD (first name, middle initial, last name)	
IDENTIFICATION NUMBER ON ID CARD (including any letters)	
GROUP NUMBER ON ID CARD	
ADDRESS OF PERSON LISTED ON ID CARD	
Street _____	
City _____	State _____ Zip Code _____

**If patient is covered by another insurance plan, please complete the following:**

#### **OTHER INSURANCE COVERAGE INFORMATION (If you have an Explanation of Benefits, please attach )**

INSURED'S NAME ON OTHER INSURANCE CARD	OTHER INSURANCE COMPANY'S NAME
OTHER INSURANCE COMPANY POLICY NUMBER	Street _____
IF SERVICE WAS A RESULT OF ACCIDENT, CHECK BELOW:	City _____ State _____ Zip Code _____
<input type="checkbox"/> AUTOMOBILE ACCIDENT <input type="checkbox"/> WORK-RELATED ACCIDENT	DATE OF ACCIDENT (month, day, year)
<input type="checkbox"/> OTHER: _____	DISABILITY DATES _____ THRU _____

#### **STUDENT INFORMATION**

IS THE PATIENT A FULL-TIME STUDENT OVER 19 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATES OF CURRENT TERM: _____ TO _____
SCHOOL NAME AND ADDRESS:	EXPECTED DATE OF GRADUATION:

#### **CERTIFICATION**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. The signer hereby authorizes any insurer, employer, organization or health care service provider to release to the plan all information relating to past, present and future health care examinations or treatments received by each person covered by this claim/application. I certify that the information provided on this claim form is correct and complete, and that I am claiming benefits only for charges actually incurred by the patient name.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**REMEMBER TO ATTACH AN ITEMIZED STATEMENT OF SERVICES PERFORMED**