HEALTH BENEFITS CLAIM FORM

CareFirst BlueChoice

PLEASE COMPLETE A SEPARATE CLAIM FORM FOR EACH FAMILY MEMBER.
(SEE REVERSE SIDE FOR FILING INFORMATION)

PLEASE COMPLETE EACH NUMBERED ITEM - FAILURE TO DO SO MAY RESULT IN DELAYS IN PROCESSING YOUR CLAIM

PLEASE TYPE OR PRINT

1. ID # / SOCIAL SECURITY #

2. GROUP NUMBER OR ENROLLMENT CODE

3. PATIENT'S NAME (FIRST, MIDDLE INITIAL, LAST)

4. PATIENT'S DATE OF BIRTH MO / DAY / YEAR

5. PATIENT'S SEX FEMALE ❑ MALE ❑

6. PATIENT'S RELATIONSHIP TO SUBSCRIBER: OTHER ❑ EXPLAIN:
EE SELF ❑ *SP* SPOUSE ❑ *CH* CHILD ❑

7. SUBSCRIBER'S NAME (FIRST, MIDDLE INITIAL, LAST)

8. DAYTIME TELEPHONE NUMBER (INCLUDE AREA CODE)

9. SUBSCRIBER'S ADDRESS (STREET, CITY, STATE, ZIP CODE) CHECK IF NEW ADDRESS ❑

10. IS PATIENT COVERED UNDER OTHER HEALTH INSURANCE? NO ❑ YES ❑ **IF YES, NAME OF OTHER INSURANCE COMPANY** _____

NAME OF POLICY HOLDER _____ POLICY OR IDENTIFICATION NUMBER _____

IS PATIENT COVERED UNDER MEDICARE? NO ❑ YES ❑

IF THE SUBSCRIBER IS MARRIED, IS THE SPOUSE EMPLOYED? NO ❑ YES ❑
IF YES, GIVE THE NAME OF THE SPOUSE'S EMPLOYER

IF YES, PART A ❑ **PART B** ❑ **MEDICARE HIC NUMBER** _____

IS PATIENT ACTIVELY EMPLOYED? NO ❑ YES ❑ **IF YES, NAME OF EMPLOYER** _____

11. WAS PATIENT'S CONDITION DUE TO:
AUTO ACCIDENT? NO ❑ YES ❑ **ANY OTHER ACCIDENTAL INJURY?** NO ❑ YES ❑ **WORK RELATED ACCIDENT OR CONDITION?** NO ❑ YES ❑
MEDICAL EMERGENCY? NO ❑ YES ❑
IF AN ACCIDENT, GIVE THE DATE OF THE ACCIDENT MO / DAY / YEAR **WAS ANOTHER PARTY AT FAULT?** NO ❑ YES ❑
IF MEDICAL EMERGENCY GIVE DATE SYMPTOMS BEGAN MO / DAY / YEAR
IF YES, ATTACH A STATEMENT WITH DETAILS (SEE ACCIDENTAL INJURY ON THE REVERSE SIDE)

12. WAS PATIENT HOSPITALIZED? NO ❑ YES ❑ **IF YES, COMPLETE THE FOLLOWING:**
ADMISSION DATE MO / DAY / YEAR DISCHARGE MO / DAY / YEAR
NAME OF HOSPITAL
NAME & ADDRESS OF ADMITTING PHYSICIAN

13. ARE BILLS FOR A CONSULTATION ATTACHED? NO ❑ YES ❑ **IF YES, GIVE NAME OF PHYSICIAN WHO REQUESTED THE CONSULTATION** _____
WAS THE CONSULTATION REQUESTED TO OBTAIN A SECOND SURGICAL OPINION? NO ❑ YES ❑
WAS SURGERY RECOMMENDED? NO ❑ YES ❑

14. ARE BILLS FOR MATERNITY ATTACHED? NO ❑ YES ❑ **IF YES, WHAT IS THE DATE OF THE LAST MENSTRUAL PERIOD?** MO / DAY / YEAR

15. STATE THE DIAGNOSIS, SYMPTOMS, ILLNESS OR INJURY FOR THE EXPENSES CLAIMED
GIVE DATE SYMPTOM(S) FIRST STARTED MO / DAY / YEAR
HAS PATIENT HAD THESE SYMPTOMS CONDITION BEFORE? NO ❑ YES ❑ **IF YES, WHEN** MO / DAY / YEAR
GIVE DATE PHYSICIAN FIRST SEEN MO / DAY / YEAR

16. LIST BELOW ONLY THOSE CHARGES BEING CLAIMED AND ATTACH ORIGINAL ITEMIZED BILLS FROM THE PROVIDERS FOR THESE SERVICES

NAME(S) OF PROVIDER(S)	*DESCRIPTION(S) OF SERVICE(S)*	*DIAGNOSIS (IF MORE THAN ONE)*	*FROM DATE* MO / DAY / YEAR	*TO DATE* MO / DAY / YEAR	*CHARGE*
A.			/ /	/ /	$.
B.			/ /	/ /	$.
C.			/ /	/ /	$.
D.			/ /	/ /	$.

17. TOTAL $.

18. THIS CLAIM FORM MUST BE SIGNED. IF NOT, IT WILL BE RETURNED.

I request benefits for these expenses and certify that the above information is correct and that the foregoing expenses were incurred for the above named patient. I authorize any physican, nurse, hospital or other providers or suppliers in possession of information concerning the patient to furnish such information to CareFirst BlueChoice upon request.

Subscriber Signature _____ ***Date*** MO / DAY / YEAR

AUTHORIZATION FOR ASSIGNMENT OF BENEFITS (SEE REVERSE)

I, the undersigned, authorize CareFirst BlueChoice to make payment for benefits due herein to

Name of Provider _____

Provider's Tax or Social Security Number _____

Name of Provider _____

Provider's Tax or Social Security Number _____

Subscriber Signature _____ ***Date*** MO / DAY / YEAR

INSTRUCTIONS

THIS FORM IS TO BE USED TO SUBMIT A CLAIM FOR SERVICES RENDERED UNDER YOUR CAREFIRST BLUECHOICE ADVANTAGE HEALTH PLAN. THE CAREFIRST BLUECHOICE PROVIDER IS RESPONSIBLE FOR SUBMITTING CLAIMS FOR IN-NETWORK SERVICES . TO AVOID HAVING YOUR CLAIM RETURNED:

- ✓ PREPARE A **SEPARATE CLAIM FORM** FOR EACH FAMILY MEMBER.
- ✓ COMPLETE **ALL OF THE INFORMATION REQUESTED** IN ITEMS 1 THRU 18.
- ✓ IF YOU **PREFER THAT BENEFITS BE PAID TO THE PROVIDER OF SERVICE BE SURE TO COMPLETE THE AUTHORIZATION FOR ASSIGNMENT OF BENEFITS ON THE FRONT.** CAREFIRST BLUECHOICE REVERSES THE RIGHT TO MAKE PAYMENT DIRECTLY TO THE SUBSCRIBER AND TO REFUSE TO HONOR THE ASSIGNMENT OF ANY CLAIM TO ANY PERSON OR PARTY.

EACH PROVIDER'S ORIGINAL ITEMIZED BILL MUST BE ATTACHED AND CONTAIN:

- ✓ THE LETTERHEAD INDICATING THE NAME AND ADDRESS OF THE PERSON OR ORGANIZATION PROVIDING THE SERVICE
- ✓ THE NAME OF THE PATIENT RECEIVING THE SERVICE
- ✓ THE DATE FOR EACH INDIVIDUAL SERVICE (A RANGE OF DATES CANNOT BE ACCEPTED)
- ✓ THE CHARGE FOR EACH INDIVIDUAL SERVICE
- ✓ A DESCRIPTION OF EACH SERVICE

ON EACH BILL, PLEASE CROSS OUT ANY CHARGES THAT WERE INCLUDED ON A PREVIOUS CLAIM. PERSONAL ITEMIZATIONS, CASH REGISTER RECEIPTS, CREDIT CARD RECEIPTS AND CANCELLED CHECKS ARE NOT ACCEPTABLE. ITEMIZED BILLS CANNOT BE RETURNED.

IN ADDITION TO THE ABOVE REQUIREMENTS, THE FOLLOWING INFORMATION WILL BE NEEDED:

ACCIDENTAL INJURY - STATEMENTS MUST CONTAIN DETAILS AS TO WHEN, WHERE AND THE MANNER IN WHICH THE INJURY OCCURRED AS WELL AS THE NAME AND ADDRESS OF THE PARTY AT FAULT.

PRESCRIPTION DRUGS - BILLS MUST INCLUDE THE PRESCRIPTION NUMBER, THE NAME OF THE DRUG AND THE NAME OF THE PHYSICIAN PRESCRIBING THE MEDICATION.

PRIVATE DUTY NURSING - BILLS MUST INCLUDE THE SHIFT WORKED, THE CHARGE PER HOUR, THE NUMBER OF HOURS WORKED, THE NURSE'S PROFESSIONAL STATUS, PROFESSIONAL LICENSE NUMBER AND FAMILY RELATIONSHIP TO THE PATIENT, IF ANY. A STATEMENT FROM THE ATTENDING PHYSICIAN MUST ACCOMPANY THE CLAIM. THE STATEMENT SHOULD EXPLAIN THE MEDICAL NECESSITY OF THE SERVICE AND THE AUTHORIZATION FOR IT.

PROSTHETIC APPLIANCES AND THE RENTAL OR PURCHASE OF DURABLE MEDICAL EQUIPMENT - A STATEMENT FROM THE ATTENDING PHYSICIAN MUST ACCOMPANY THE CLAIM. THE STATEMENT SHOULD EXPLAIN THE MEDICAL NECESSITY OF THE EQUIPMENT AND THE PHYSICIAN'S AUTHORIZATION FOR IT.

PSYCHOTHERAPY - BILLS MUST INCLUDE THE LENGTH OF THE SESSION, THE TYPE OF SESSION AND THE PROVIDER'S PROFESSIONAL STATUS. IF THE PROVIDER IS OTHER THAN A MEDICAL DOCTOR, THE PROVIDER'S PROFESSIONAL LICENSE NUMBER MUST ALSO BE GIVEN.

FOR PATIENTS COVERED BY ANOTHER INSURANCE CARRIER OR MEDICARE - IF THE PATIENT IS CLAIMING BENEFITS FOR ANY CHARGES THAT ARE ELIGIBLE FOR BENEFITS UNDER ANY OTHER HEALTH INSURANCE POLICY OR MEDICARE PART A AND/OR PART B, THE EXPLANATION OF BENEFITS FORM FURNISHED BY THE OTHER CARRIER PERTAINING TO THESE CHARGES MUST BE INCLUDED WITH THE ITEMIZED BILLS. A CLEAR PHOTOCOPY OF THE OTHER CARRIER'S EXPLANATION OF BENEFITS FORM IS ACCEPTABLE IN PLACE OF THE ORIGINAL DOCUMENT.

BEFORE SUBMITTED YOUR CLAIM, PLEASE BE SURE THAT:

1. THE CLAIM FORM IS FULLY COMPLETED AND SIGNED.
2. THE ITEMIZED BILLS ARE ATTACHED.
3. YOU HAVE KEPT COPIES OF EACH DOCUMENT AND BILL FOR YOUR PERSONAL RECORDS.

THE CLAIM FORM AND ALL RELATED MATERIALS SHOULD BE SUBMITTED TO:

CAREFIRST BLUECHOICE
MAIL ADMINISTRATOR
P.O. BOX 14116
LEXINGTON, KY 40512-4116