

# INSTRUCTIONS TO SUBMIT A MAJOR MEDICAL CLAIM



When you have enough charges to satisfy your deductible, you may file a Major Medical claim! You DO NOT have to wait until the end of the year. In fact, you will probably get faster service if you send charges quarterly throughout the year. Details about your deductible can be found in your benefit booklet.

When you complete the attached Major Medical Claim Form, please follow the instructions carefully.

**Unless every question is answered, we will return the form to you for the information. YOUR PAYMENT WILL THEN BE DELAYED.**

1. Separate all bills for each family member. A separate claim form is needed for each person on your contract.

2. Bills must include:

- ✓ Name and address (on letterhead stationery) of person, store or other provider of service or supply (hospital, doctor, pharmacy, etc.).
- ✓ Patient's full name.
- ✓ Type of service or supply: Type of doctor's visit (brief, intermediate, extended, etc.), type of x-ray (leg, chest, etc.).
- ✓ Date each service or supply was provided.
- ✓ Doctor's diagnosis and/or patient's chief complaint for each service.
- ✓ Amount charged for each service or supply. (See examples below.)

**BILLS MISSING ANY OF THIS INFORMATION WILL BE RETURNED TO YOU**

The following are **not** acceptable: cash register receipts, cancelled checks, money order receipts, personal lists. You must submit the original bills, receipts and forms. Please keep copies; bills cannot be returned.

**3. BILLS FOR THE FOLLOWING SERVICES SHOULD HAVE THIS ADDITIONAL INFORMATION.**

Prescription Drugs: . . . . . Prescription number, name of drug, name of prescribing doctor.

Private Duty Nurse: . . . . . A Private Duty Nursing Certification Form must be submitted with each claim. Please contact our Claim and Benefit Service Division to obtain these forms. Please refer to your benefit card for the phone number.

Durable Medical Equipment: . . . . . Durable medical equipment must be certified as medically necessary by your physician on a Durable Medical Equipment Certification Form. Please contact our Claim and Benefit Service Division to obtain these forms. Please refer to your benefit card for the phone number.

Blood Charges: . . . . . Include the number of pints received, charges for each, and the number of pints replaced by donors.

When sending bills, please circle only the services or supplies you are claiming. **If you have received any payment or rejection notices from CareFirst BlueCross BlueShield, Medicare or other insurance, please send them to us. These notices are usually called "Summary or Explanation of Benefits" sheets.**

**4. STOP!**

**PLEASE KEEP COPIES OF YOUR BILLS. SUBMITTED BILLS CANNOT BE RETURNED TO YOU.**

**EXAMPLES OF ACCEPTABLE BILLS TO BE SUBMITTED WITH THIS CLAIM FORM**

**PHYSICIAN BILL**

John Doe, M.D.  
456 Main Street  
Hometown, U.S.A.      March 1, 1999

To Richard Roe

2/01/99 Extended Office Visit – Cold	\$ 35.00
2/10/99 Consultation – Diabetes	\$ 50.00
2/28/99 Brief Home Visit – Virus	\$ 25.00
	\$ 110.00

**NOT ACCEPTABLE**

~~Hometown, U.S.A.  
March 1, 1999  
John Doe, M.D.~~

~~To Richard Roe~~

<del>Professional service rendered</del>	<del>\$110.00</del>
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**Missing:** Dates, types and levels of service, amount charged for each service, and diagnosis or chief complaint.

**PRIVATE DUTY NURSING BILL**

789 Main Street  
Hometown, U.S.A.      May 4, 1999

To Mrs. Robert Doe

Monday 2/7/99 8 AM - 12 AM	\$40.00
Thursday 2/8/99 8 AM - 12 AM	\$40.00
	\$80.00

Service Prescribed by      Emma Jones, RN  
John Roe, M.D.      Registration No. 27595  
2/4/99

~~Received from      May 4      19 99  
Mrs. John Doe      Dollars  
Eighty      Paid in full  
\$ 80.00      Emma Jones~~

**Missing:** Dates and shifts worked, amount charged for each shift, the doctor's name, degree and registration number of nurse.

**PRESCRIPTION DRUG BILL**

Roe Pharmacy  
100 Main Street  
Hometown, U.S.A.

Drug Name . . . . . March 2, 1999  
Myra Doe,  
RX 976-384 . . . . . \$4.50

Dr. John Smith

~~Receipt~~

~~March 2, 1999      \$4.50~~

~~Thank You~~  
~~Roe Pharmacy~~

**Missing:** Pharmacy's address, patient's name, RX number, drug names and doctor's name.

**LICENSED PHYSICAL THERAPIST**

John Jones, L.P.T.  
123 Main Street  
Hometown, U.S.A.      April 21, 1999

Date of care: 3/10/99  
Physical therapy office visit  
for Mechanical Traction      \$18.00  
Diagnosis: Ruptured Disc  
Patient: Terry Snow

~~John Jones, L.P.T.  
123 Main Street  
Hometown, U.S.A.      April 21, 1999~~

~~Services rendered for  
physical therapy      \$18.00~~

**Missing:** Date of care, type of care, diagnosis, patient's name.

# PLEASE READ:

The numbered items on this page thoroughly explain the matching questions on the facing page.



Read Section 1 of instructions and then complete Section 1 of the claim form etc. ... please print or type

All questions must be answered or the claim will be returned.

## 1. SUBSCRIBER AND PATIENT INFORMATION:

The subscriber is the name that is on your CareFirst BlueCross BlueShield Membership card.

Copy your membership number from your membership card.

Fill in your present address and telephone number.

Copy your group number (example: X050 or 0442) from your membership card and fill in the name of your employer.

Complete the patient information fully, even if the subscriber and patient are the same person.



## 2. MEDICAL INFORMATION:

This section refers to injuries, conditions, diseases, or ailments that required the service and supplies shown on the bills you are submitting with this claim form. Please list the illness(es) and the date on which it first occurred.

FOR EXAMPLE:

	<u>ACCEPTABLE</u>	<u>NOT ACCEPTABLE</u>
A. Diabetes	1/1/99	A. Laboratory test 1/1/99
B. Asthma	3/25/99	B. See Attached



## 3. ACCIDENTAL INJURY:

If this question does not apply to the attached bills, please check no. If yes, complete all questions.



## 4. WORK RELATED INJURY:

Check yes or no. DO NOT LEAVE BLANK.



## 5. MEDICARE:

These questions must be answered regardless of age. CHECK "YES" OR "NO". If yes, give effective date of Medicare entitlement (from Medicare Health Insurance card). Medicare is a federal health insurance program for people 65 or over and for certain disabled individuals.



## 6. OTHER HEALTH INSURANCE COVERAGE:

IF THE ANSWER IS YES, BE SURE TO COMPLETE ENTIRE SECTION. Please send itemized bills along with payment or rejection notices from the other insurance company. **This question must be answered or claim will be returned.**



## 7. AUTHORIZATION AND SIGNATURE:

Please read the authorization and sign the claim form. Forms without signatures will be returned.

**When all the above items have been completed and checked, mail the claim form and itemized bills to:**

CareFirst BlueCross BlueShield  
Mail Administrator  
P.O. Box 14115  
Lexington, KY 40512-4115



**TEAR OFF** this sheet. Send us only the Major Medical claim form on opposite page and appropriate bills.

# MAJOR MEDICAL CLAIM

1. Subscriber's Legal Name (Last, First, Middle Initial)		Patient's Legal Name (Last, First, Middle Initial)			
Membership Number		Patient's Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Patient's Relationship to Subscriber <input type="checkbox"/> <sup>1</sup> Self <input type="checkbox"/> <sup>2</sup> Spouse <input type="checkbox"/> <sup>3</sup> Child	
Subscriber's Address (Street) <input type="checkbox"/> Check box if NEW address		Patient's Date of Birth	MO.	DAY	YR.
City	State	Zip Code			
Telephone Number					
Group Number and Name					

## IMPORTANT: ALL QUESTIONS MUST BE ANSWERED

2. List those illnesses for which you are submitting bills and date of first symptom.

_____	Date _____	_____	Date _____
_____	Date _____	_____	Date _____

3. Was the treatment the result of an accidental injury?  Yes  No

Description of Accident \_\_\_\_\_

Date of Accident \_\_\_\_\_ Where Accident Occurred \_\_\_\_\_

4. Was illness(es) or injury(ies) in any way work related?  Yes  No

5. Does patient have Medicare?  Yes  No

a. Medicare Part A (Hospital Insurance)?  Yes  No

b. Medicare Part B (Physician's Coverage)?  Yes  No

Effective Date of Coverage \_\_\_\_\_

Month Day Year

HEALTH INSURANCE CLAIM NUMBER \_\_\_\_\_

6. In addition to coverage under this program, is patient covered under any other insurance providing health care benefits or services?

Yes  No If "YES", please complete:

a. Name of Policy Holder \_\_\_\_\_ Relationship to Patient \_\_\_\_\_

b. Name of Insuring Co. \_\_\_\_\_

c. Policy or Certificate No. \_\_\_\_\_ d. Effective Date of Coverage \_\_\_\_\_

Month Day Year

e. Check type of coverage:  Hospital  Surgical-Medical  Major Medical  Other (specify) \_\_\_\_\_

f. Check One: I have  Family  Husband and Wife  Individual  Parent and Child coverage with this carrier.

g. Name and Address of Policy Holder's Employer \_\_\_\_\_

7. I certify the above is complete and correct and that I am claiming benefits only for charges incurred by the patient named above. Authorization is hereby given to any hospital, physician, or other provider which participated in any way in my care and treatment to release to the CareFirst BlueCross BlueShield Plan any medical information which they in their judgment deem necessary to the adjudication of this claim.

X \_\_\_\_\_  
 SIGNATURE OF SUBSCRIBER DATE