



**CBA Blue**

An independent licensee of the Blue Cross and Blue Shield Association

# Important Things to Remember When Filing Your Insurance Claim

## Step 1

### Claim Form and Gathering Bill(s)

*Be sure to complete each of the below items when submitting your claim.*



#### Fill Out Your Claim Form

Visit [cbabluevt.com/members/forms](http://cbabluevt.com/members/forms) to obtain your claim form. Follow any directions on the form and fill the form out in its entirety. Please print when filling out your form.



#### Obtain Itemized Bill

Remember to ask your doctor for an itemized bill. An itemized bill lists every service that your doctor has provided and gives the cost of each of the services. Make sure any medications or drugs provided during any treatment are listed with itemized costs. This will need to be attached with your submitted claim form.

## Step 2

### Submission of Your Claim Form

*To ensure that your claim is filed and processed correctly, make sure that your claim request is submitted to the correct location.*



After completing STEP 1 upload your claim form **and** itemized bill to the **CBA Blue Secure Document Submission portal [here](https://secure.cbabluevt.com)**.\*

*Prior to submission, review your claim form to ensure that everything is completely accurate. Once you have confirmed everything is correct, you are now ready to submit your claim form.*

\*CBA Blue Secure Document Portal  
<https://secure.cbabluevt.com>



## Questions?

*Call and speak with a member service representative for help!*

**Monday thru Friday**

**8AM – 6PM EDT**

**888.222.9206**