



**BlueCross BlueShield
of Illinois**

*Blue Cross and Blue Shield of Illinois,
a Division of Health Care Service Corporation,
a Mutual Legal Reserve Company,
an Independent Licensee of the
Blue Cross and Blue Shield Association*

Filing Claims

... can be easy

as 1-2-3

**MOST HOSPITALS
AND DOCTORS WILL
FILE A CLAIM DIRECTLY
WITH US.**

Please show your Blue Cross and Blue Shield identification card to the hospital or doctor. Most providers including pharmacists, will file for you.

If you are filing a claim, please fill out the reverse side of this form. Help us avoid unnecessary delays by answering all questions completely.

Help us process your claims quickly. . .

INSIST ON ITEMIZED BILLS

We want to process your claims quickly, but we can't do so without properly itemized bills.

HERE'S WHAT WE URGE YOU TO DO:

1. Show the following instructions to the persons providing for your health care and ask them for bills that follow these instructions.
2. Attach **ORIGINAL BILLS** to this claim form. We recommend that you make copies of each bill for your personal records. **The original bills will not be returned.**

IS MEDICARE YOUR PRIMARY HEALTH INSURANCE PAYER?

IF YES, please be sure to send all bills to Medicare FIRST (services not covered by Medicare may be sent directly to Blue Cross and Blue Shield FIRST). After you receive an "EXPLANATION OF BENEFITS" form from Medicare showing what was paid, send a copy of this notification with your medical bills and completed Health Insurance claim form to us for processing.

Itemized Bills For Medical Treatment Or Surgery Should Show:

- Physician's name, address and phone number.
- Physician's tax identification number.
- Full name of patient, not just name of person to whom bill is addressed.
- Place where service was received (hospital, office or clinic).
- Diagnosis of illness or injury. If an injury give the date it happened.
- Description of service received.
- Date of each treatment or surgical procedure.
- Charge for each treatment or surgical procedure.

Pharmacist Bills Should Show:

- Name and address of pharmacy.

• Full name of patient, not just name of person responsible for payment.

- Date(s) of purchase(s).
- Prescription number(s) and name of drug(s) purchased.
- Separate charge for each prescription.
- Computerized listings must have the pharmacist's signature (or rubber stamp) and license number on each page.

IMPORTANT: CASH REGISTER/CREDIT CARD receipts or LISTINGS made by you of drugs purchased CANNOT BE USED because they do not give the above information. The pharmacist must give you bills with itemized charges plainly written on each bill.

SPECIAL NOTE: You can avoid filing your prescription drug claims and save money by having your pharmacist file using the Blue-Script service. Just show your Blue Cross identification card to the pharmacist, in most cases, he'll do the rest.

BILL FOR The Following Services Should Show: AMBULANCE SERVICE: (Check your policy to make sure you are covered for ambulance service)

- Date(s) when service was used.
 - Base rate and mileage.
 - Place where patient was picked up and driven to.
- If transferred from one location to another, a letter from the attending physician giving the reason for the transfer must be attached to the bill.

RENTAL OF DENTABLE MEDICAL EQUIPMENT: A statement from the attending physician stating why the equipment was necessary must be attached to the bill. Also provide an estimate of how long the equipment will be used and the purchase price of the equipment.

If for long term use, please remember **RENTAL IS PAID ONLY UP TO THE PURCHASE PRICE OF THE EQUIPMENT.**

PRIVATE DUTY NURSING:

- Bills must show whether the nurse is a registered nurse or a licensed practical nurse.
- Nurse's license or registry number.
- Date(s) of service.
- Type of care given.
- Charge for each hour or shift.

A letter from the physician stating why nursing care was necessary, as well as the nurses' progress notes, must be attached to the nurses bill.

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HEALTH INSURANCE CLAIM FORM
 Send Completed Claim Form To:
 Blue Cross and Blue Shield of Illinois
 P.O. Box 1220
 CHICAGO, IL 60690-1220

NOTICE TO ALL PARTIES COMPLETING THIS FORM: It is fraudulent to fill out this form with information you know to be false or to omit important facts. Criminal and/or civil penalties can result from such acts.

PLEASE PRINT OR TYPE CLEARLY

ID NUMBER -- Copy this from your Blue Cross and Blue Shield Identification Card.

GROUP NUMBER: _____ IDENTIFICATION NUMBER: _____

PATIENT INFORMATION -- A separate claim form must be completed for each family member.

PATIENT'S FULL LEGAL NAME (Last, First, Middle Initial) _____ SEX: Male Female _____ SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____
 Month | Day | Year

PATIENT IS: Member Spouse Child OTHER, please explain relationship: _____
 IF CLAIM IS FOR CHILD 19 OR OLDER - IS CHILD: A full time student? Yes No Handicapped? Yes No

PAYEE:

MAKE PAYMENT TO THE PROVIDER (hospital, doctor etc.), OR
 MAKE PAYMENT TO MEMBER, the provider has been paid

MEMBER INFORMATION

MEMBER (POLICY HOLDER) NAME: (As shown on your Blue Cross and Blue Shield ID Card) _____ SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____
 Month | Day | Year

CURRENT ADDRESS: _____ HOME PHONE: (_____) _____
 IF COVERAGE IS THRU YOUR EMPLOYER, PROVIDE GROUP (EMPLOYER) NAME: _____ WORK PHONE: (_____) _____

CLAIM INFORMATION

IS CLAIM FOR AN ACCIDENTAL INJURY? Yes No IS THIS A WORKERS COMPENSATION CLAIM? Yes No DATE OF ACCIDENT: _____

BRIEFLY DESCRIBE INJURY: _____

COMPLETE BELOW IF THIS IS AN INJURY OR ILLNESS

DATE FIRST TREATED: _____ BRIEFLY DESCRIBE THE CONDITION(S) FOR WHICH THE PATIENT RECEIVED THESE SERVICES: (You can usually copy the diagnosis or description of service from the provider bill.) _____

OTHER INSURANCE INFORMATION

Are there any OTHER medical benefits available to you, your spouse, or your dependents from OTHER Group Insurance, including OTHER Blue Cross and Blue Shield policies, OTHER Employer, Labor or Professional Organizations, School, etc.?
 Yes (provide below) No

POLICY HOLDER NAME: _____ SOCIAL SECURITY NUMBER: _____

POLICY HOLDER IS: Member Spouse Child OTHER, please explain relationship: _____

INSURANCE CARRIER NAME: _____ POLICY NUMBER: _____ EFFECTIVE DATE: _____

ADDRESS: _____ PHONE NUMBER: (_____) _____

RELEASE OF INFORMATION: I certify that the above information is correct and that the bills attached were incurred by the patient listed above. I authorize any medical professional, hospital, medical or medically related facility, pharmacy, government agency, insurance company, or other person or firm to provide Blue Cross and Blue Shield information, including copies or records, concerning advice, care or treatment provided the patient above including, without limitation, information relating to mental illness, use of drugs or alcohol, upon presentation of the original copy of this signed authorization. I understand that such information will be used by Blue Cross and Blue Shield for the purpose of evaluating a claim for insurance benefits for services provided to the patient named above. I understand that I or any authorized representative will receive a copy of this authorization upon request. The authorization is valid from the date signed for the duration of the claim.

Sign Here _____ **Date** _____
 BB-2 Rev. 3/00 **Signature of Member**