

## MEDICAL BENEFITS SUBSCRIBER CLAIM FORM

Mail completed form and all required information to:

P.O. Box 21146  
Eagan, MN 55121-0146

### PLEASE REVIEW AND LEGIBLY COMPLETE ALL SECTIONS (1-5) OF THIS FORM

**Please Note-** If you do not have all of the required information, please contact the provider of service for assistance prior to submitting your claim. Failure to supply all of the required information may result in delayed processing and/or subsequent return or denial of your claim submission.

If your address has changed or is incorrect, please call our Customer Service Department at the telephone numbers listed on your identification card.

### SECTION 1 INFORMATION REQUIRED FROM SUBSCRIBER

1a-HAVE SUBMITTED EXPENSES BEEN PAID IN FULL BY YOU?  YES  NO

**Please Note-** If a participating provider rendered the service(s) being submitted, payment will be made directly to the provider.

1b-ITEMIZED BILL(S) FOR SERVICES OR SUPPLIES **MUST BE SUBMITTED** WITH THIS FORM IN ORDER FOR REIMBURSEMENT TO BE CONSIDERED. THE ITEMIZED BILL MUST **CLEARLY** INDICATE **ALL OF THE FOLLOWING**:

- 1-PATIENT'S FULL NAME AND DATE OF BIRTH
- 2-NAME AND ADDRESS OF THE PROVIDER OF SERVICE ON THEIR OFFICE LETTERHEAD, INCLUDING PROVIDER CREDENTIALS AND EIN (TAX) AND/OR NPI NUMBER
- 3-DATE FOR **EACH** SERVICE RENDERED

- 4-VALID PROCEDURE CODE (DESCRIPTION OF SERVICES RENDERED) FOR EACH CHARGE
- 5-CHARGE FOR **EACH** SERVICE RENDERED
- 6-VALID DIAGNOSIS CODE (DESCRIPTION OF ILLNESS/INJURY FOR SERVICES RENDERED)

- 7-COUNTRY MUST BE INDICATED AND **ALL** INFORMATION TRANSLATED TO ENGLISH FOR ANY SERVICE(S) NOT RENDERED IN THE USA
- 8-PRESCRIPTION NUMBER AND NAME OF PRESCRIBING PHYSICIAN MUST BE INDICATED ON RX/MEDICINE BILLS

### SECTION 2 SUBSCRIBER /PATIENT INFORMATION

Please enter all information exactly as shown on your ID card

2a-SUBSCRIBER'S LAST NAME		2b-FIRST NAME		2c-INITIAL	2d-SUBSCRIBER IDENTIFICATION NUMBER (Including Prefix)	
2e-ADDRESS-NUMBER AND STREET			2f-CITY		2g-STATE	2h-ZIP CODE
2i-PATIENT'S LAST NAME		2j-FIRST NAME		2k-INITIAL	2l-DATE OF BIRTH	2m-GENDER
					mm / dd / yyyy	2n-PATIENT'S RELATIONSHIP TO SUBSCRIBER <input type="checkbox"/> SELF <input type="checkbox"/> CHILD <input type="checkbox"/> SPOUSE <input type="checkbox"/> M <input type="checkbox"/> F

### SECTION 3 OTHER HEALTH INSURANCE INFORMATION

3a-IS THE PATIENT COVERED BY ANOTHER HEALTH INSURANCE PLAN (INCLUDING MEDICARE)?  YES  NO  
If YES, please complete 3b-3g below

3b-NAME OF OTHER POLICYHOLDER		3c-POLICY OR IDENTIFICATION NUMBER	
3d-POLICY EFFECTIVE DATE: mm / dd / yyyy	3e-TYPE OF POLICY/COVERAGE: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> TWO-PERSON <input type="checkbox"/> FAMILY		3f-POLICYHOLDER'S DATE OF BIRTH: mm / dd / yyyy
3g-NAME AND ADDRESS OF OTHER INSURANCE CARRIER			

**Please Note-** If the patient has other primary insurance, the Explanation of Benefits form(s) from the other health insurance plan must accompany this claim form, along with the matching itemized bill.

### SECTION 4 MOTOR VEHICLE/WORK-RELATED INFORMATION

4a-ARE THE SUBMITTED EXPENSES RELATED, IN ANY WAY, TO A MOTOR VEHICLE OR WORK-RELATED ACCIDENT OR INJURY?

YES  NO

If YES, please complete 4b & 4c below

4b-TYPE OF ACCIDENT:  WORK  MOTOR VEHICLE  OTHER

4c-DATE OF ACCIDENT OR INJURY: mm / dd / yyyy

### SECTION 5 SIGNATURE AND DATE

I CERTIFY THAT THE INFORMATION SUBMITTED IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE RELEASE OF ANY RELEVANT INFORMATION TO MY INSURANCE CARRIER.

**SUBSCRIBER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals information concerning any fact material thereto, for the purpose of misleading, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed \$5,000 and the stated value of each violation.