

## Out-of-Network Claim Form

Please be aware:

- This entire form must be completed. Incomplete forms will delay payment.
- Complete sections 1-5. Have the doctor who treated you complete the Provider's Statement.
- Sign the "Assignment" portion of Section 5 if you wish to have benefits paid directly to the doctor who treated you.
- The Plan will reimburse covered benefits only. Refer to your Certificate of Coverage for details.
- If you have submitted a request for benefits to another plan, including Medicare, attach a copy of the bills you submitted to the other plan and the Explanation of Benefits you received from the other plan.
- If your doctor does not complete the Provider's Statement on the reverse side of this page, you should attach itemized bills.

### Section 1: Insurance Information

Insurance Name

Insurance Group ID

### Section 2: Policyholder Information

Member Name

Member ID No.

Birthdate

SSN

Street Address

City

State

Zip

Phone number

### Section 3: Patient Information

Member Name

Member ID No.

Birthdate

SSN

Street Address

City

State

Zip

Phone number

Gender: Female  
Marital status: Married

Male  
Single

Relationship to employee:

Self Spouse Child Other:

Is patient at full-time student?

Yes No

Is patient employed?

Yes No

If yes:

Employer Name

Address of employer

**Section 4: Claim Information**

Is claim related to employment?                      Yes                      No

Is claim related to an accident?                      Yes                      No

Date:

Time:

Describe:

**Section 5: Release and Assignment**

Your healthcare providers are authorized to provide information concerning health care advice, treatment, or supplies provided to you (including that relating to mental illness). This information may be requested by, independent claim administrators, consulting health professionals, and/or utilization review organizations that are contracted to evaluate claims for benefits. May provide the above- named employer with any benefit calculation used in payment of this claim for the purpose of reviewing the experience and operation of the policy or contract. This authorization is valid for the term of the policy or contract under which a claim has been submitted. I know that I have a right to receive a copy of this authorization upon request and agree that a photographic copy of this authorization is as valid as the original. I understand that by voluntarily seeking care out of the network, I may be assuming greater financial liability for the care received.

Patient / Authorized Person's Signature

Date

**Assignment:**

I authorize payment of medical benefits to the physician or supplier of service.

Patient / Authorized Person's Signature

Date

**Provider Statement:**

Patient's name:

Patient's D.O.B.:

Date of illness (first symptom) or injury (accident) or pregnancy (LMP):

Date first consulted for this condition:

If patient has had similar illness or injury, give date:

Was this an emergency?                      Yes      No

Date patient able to return to work:

Date of total disability

From:                                      Through:

Date of partial disability

From:                                      Through:

Name of referring physician (if applicable):

For services related to hospitalization, give hospitalization dates:

Admitted:                                      Discharged:

Name and address of facility where services were rendered:

(if other than home or office)

Diagnosis or nature of illness or injury (indicate primary and secondary)

1.

2.

3.

**Procedures, Medical Services, Supplies Furnished**

Date of Service		Place of Service*	Procedure Code**	Description of services	Charges	Days / Units	Diagnosis Code***	NPI	Admin Use
From	To								

Physician's Name

Physician's Address

Federal Tax ID / SSN

Telephone Number

Patient Account Number

Total charge     \$  
 Amount paid       \$  
 Balance due        \$

\* Place of service codes:

- |                                    |  |   |
|------------------------------------|--|---|
| 11 - Physician office visit        | 33 - Custodial care facility                       | 56 - Psychiatric residential treatment center |
| 12 - Home                          | 34 - Hospice                                       | 61 - Comprehensive rehab facility, inpatient  |
| 21 - Inpatient hospital (med/surg) | 41 - Ambulance, land                               | 62 - Comprehensive rehab facility, outpatient |
| 22 - Outpatient hospital           | 42 - Ambulance, air or water                       | 65 - End-stage renal treatment facility       |
| 23 - Emergency room                | 51 - Inpatient psychiatric facility                | 71 - State or local public health clinic      |
| 24 - Ambulatory surgical facility  | 52 - Psychiatric facility, partial hospitalization | 72 - Rural health clinic                      |
| 25 - Birthing center               | 53 - Community mental health center                | 81 - Independent laboratory                   |
| 26 - Military treatment facility   | 54 - Intermediate care facility, mentally retarded | 99 - Other, unlisted facility                 |
| 31 - Skilled nursing facility      | 55 - Residential substance abuse facility          |   |
| 32 - Nursing facility              |  |   |

\*\* Use Current Procedural Terminology Codes (CPT4)

\*\*\* Use ICD-10-CM for Diagnosis