



**INSTRUCTIONS**

Please type or print. The form must be completed in full and signed. Indicate "N/A" if item does not apply. **Return completed form along with an itemized provider statement (bill).** The statement must be prepared by the provider and include:

1. Patient name and date of service
2. A list of service(s) performed (CPT codes preferred) and the charge for each service
3. The diagnosis (ICD9 codes preferred)
4. The provider name, Federal Tax Identification Number (FEIN or TIN), and contact information.

**\* You must notify us of the claim within 60 calendar days after the date the covered event occurs or as soon as reasonably possible.**

**SECTION 1 - POLICYHOLDER INFORMATION**

Name (Last, First, Middle Initial)			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Social Security Number	Date of Birth	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed		
Street Address		City	State	ZIP Code+4
Policy Number				

**SECTION 2 - PATIENT'S INFORMATION**

Name (Last, First, Middle Initial)		Date of Birth	Social Security Number
Relationship to Policyholder <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Stepchild <input type="checkbox"/> Other _____			Date of Accident
Did this accident/illness occur at work?			
Date of service on bills submitted: Earliest Date _____ Last Date _____			

**Report of Services: (attach itemized bill)**

Date of Service	Description of surgical or medical services received

**AUTHORIZATION TO PAY BENEFITS TO PHYSICIAN:** I hereby authorize payment directly to the Physician and/or Hospital providing services for which benefits are payable. This assignments will be honored only when the claim form from the provider of services does not contain any assignment of benefits or an indication that is on file.

Signature of Patient (if minor, parent/guardian must sign) \_\_\_\_\_ Date \_\_\_\_\_