

# Member Medical Claim Form

See reverse side before filing your claim.



## Section 1: Member information

Member last name	First name	M.I.	
Member identification no. — <b>This is required to process your claim.</b>	Group no.		
Street address	City	State	Zip code

## Section 2: Patient information

Patient last name	First name	M.I.
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth (MMDDYYYY)	Relationship to subscriber <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Son <input type="checkbox"/> Daughter

## Section 3: Diagnosis

What is the illness or injury?	If accident, give date: →	Date of accident (MMDDYYYY)
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## Section 4: Work-related

Was this a work-related injury or illness? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the following:			
Employer name			
Street address	City	State	ZIP code

## Section 5: Other group health insurance

Is this patient covered by another group health plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the following:				
Policyholder name	Policyholder date of birth	Other insurance company name	Policy ID no.	Group no.

## Section 6: Medicare

Is this patient covered by Medicare? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give patient's Medicare health insurance claim no.: _____
<input type="checkbox"/> Part A — Effective date: _____ (MMDDYYYY) <input type="checkbox"/> Part B — Effective date: _____ (MMDDYYYY)
<input type="checkbox"/> Part D — Effective date: _____ Part D carrier/company name: _____

## Section 7: Reimbursement / Payment

Who should receive reimbursement / payment? (If patient paid out-of-pocket at the time of visit, select Member.) <input type="checkbox"/> Member <input type="checkbox"/> Provider
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## Section 8: Authorization and signature(s) — Required.

The patient must sign the claim form, authorizing the release of information to WebTPA or its designee as described below. If the patient is a minor, the signature must be that of the patient's parent or legal guardian. I authorize any health care provider, payor of health claims, or government agency to furnish to WebTPA or its designee all records pertaining to medical history, services rendered, and payments made regarding me or my dependents for review and evaluation of any claim or services. I authorize WebTPA or its designee to disclose such information to another payor or self-insurer. If my coverage is under a group contract held by an employer, association, trust fund, union, or similar entity, this authorization also permits disclosure to them for purposes of utilization review or financial audit. This authorization shall become effective immediately, and shall remain in effect until the latest of six years after the termination of coverage, or the last determination or payment by WebTPA on a claim or service under the coverage. This authorization shall be binding upon me, my dependents, my heirs, executors or administrators.

I certify that the above statements are complete and correct to the best of my knowledge and that I am claiming benefits only for charges incurred by the above named patient.

**Important Fraud Warning Statement:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed **five thousand dollars** and the stated value of the claim for each such violation.

Patient signature or authorized representative <b>X</b>	Date (MMDDYYYY)
Member signature <b>X</b>	Date (MMDDYYYY)

## How to request benefits

Use this form to file a claim when your doctor doesn't file the claim for you. You should send this completed claim form as soon as possible after you get care. Check your certificate of coverage for specific deadlines to submit your claim.

**Step 1:** Complete **all** areas of the *Claim Form* before returning the claim to us. If benefits are to be claimed for more than one family member, a separate claim form must be submitted for each member.

**Step 2:** Include the itemized bill you got from your doctor. It must include:

- Name, address, and tax ID number of provider (doctor, hospital, laboratory, ambulance service, etc.)
- Name of patient
- Service provided
- Date of service
- Place of service
- Amount charged for each service
- Diagnosis code
- Procedure code

Cancelled checks, cash register receipts and non-itemized "balance due" statements cannot be processed.

**Step 3:** Sign and date the claim form.

**Step 4:** Recheck **all** information and submit this form along with a copy of your itemized bill to:

**WebTPA**

P.O. Box 99906

Grapevine, Texas 76099-9706

**Have questions or need help? Give us a call at the Member Services number on your ID card.**