

**Contact Information & Claims Submission:**

800-283-2524 or 856-470-1200

856-888-2836 (Fax)

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Mt. Laurel, NJ 08054

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## Medical/Rx Claim Submission Form

**Employee Section**

<b>Employer:</b>		<b>Group Number:</b>		
Employee Name:		Member ID Number:		
Employee Address:				
City:		State:		Zip:
Are you currently working? <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, Why? <input type="checkbox"/> Lay Off <input type="checkbox"/> FMLA <input type="checkbox"/> Disability <input type="checkbox"/> Other, please explain _____		
If, "no" provide the last day you worked. _____ /      /		_____ _____		

**COMPLETE THIS SECTION IF THE CLAIM IS NOT FOR THE EMPLOYEE**

Patients Name:		Date of Birth:	
Relationship:	Is Patient Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does The Patient Have Other Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name & Address of Patients Employer _____ _____ _____		Patients Other Insurance Information Carrier Name _____ Address _____ _____ Policy Number _____	

**COMPLETE THIS SECTION IF THE CLAIM IS FOR AN ACCIDENT OR WORK RELATED INJURY**

Was the accident work related <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this claim from an accident? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "yes" complete the entire section)	
When	did the accident occur?		
How	did the accident occur?		
Where	did the accident occur?		
Has a lawyer been retained? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "yes" provide attorneys information)		Law Firm:	Attorneys Name:
Address:			Phone Number:

**AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize any Insurance Company, Organization, Employer, Physician or Hospital to release information regarding my current illness.

Patient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Medical/Rx Claim Form

## Optional Form – attached receipt if not completed.

PATIENT & INSURED (SUBSCRIBER) INFORMATION								
1. PATIENT'S NAME: (First, M.I., Last)		2. PATIENT'S DATE OF BIRTH		3. INSURED'S NAME (First, M.I., Last)				
4. PATIENT'S ADDRESS (Street, City, State, Zip Code)		5. PATIENT'S SEX M <input type="checkbox"/> F <input type="checkbox"/>		6. INSURED'S ID, MEDICARE, AND/OR MEDICAID#				
		7. RELATIONSHIP TO INSURED SELF <input type="checkbox"/> SP <input type="checkbox"/> CH <input type="checkbox"/> OTHER <input type="checkbox"/>		8. INSURED'S GROUP # OR NAME				
9. OTHER HEALTH INSURANCE COVERAGE – Enter Name of Policyholder, Plan Name, Address and Policy or Medical Assistance Number		10. WAS CONDITION RELATED TO A. PATIENT'S EMPLOYMENT YES <input type="checkbox"/> <input type="checkbox"/> NO  B. AN ACCIDENT YES <input type="checkbox"/> <input type="checkbox"/> NO		11. INSURED'S ADDRESS (Street,City,State,Zip Code)				
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical information necessary to process the claim and request payment of benefits			13. I AUTHORIZE PAYMENT OF MEDICAL BENEFITS TO THE UNDERSIGNED PHYSICIAN OR SUPPLIER FOR SERVICES DESCRIBED BELOW  Signed (Insured or Authorized Person)					
PHYSICIAN OR SUPPLIER INFORMATION								
14. DATE OF:	ILLNESS (FIRST SYMPTOM OR INJURY ACCIDENT) OR PREGNANCY (LMP)		15. DATE FIRST CONSULTED YOU FOR THIS CONDITION					
			16. HAS PATIENT EVER HAD SAME OR SIMILAR SYMPTOMS YES <input type="checkbox"/> NO <input type="checkbox"/> 16A. IF AN EMERGENCY CHECK HERE					
17. DATE PATIENT WAS ABLE TO RETURN TO WORK	18. DATES OF TOTAL DISABILITY FROM _____ THROUGH _____		DATES OF PARTIAL DISABILITY FROM _____ THROUGH _____					
19. NAME OF REFERRING PHYSICIAN OR OTHER SOURCE (e.g. public health agency)			20. FOR SERVICES RELATED TO HOSPITALIZATION GIVE HOSPITALIZATION DATES ADMITTED _____ DISCHARGED _____					
21. NAME AND ADDRESS OF FACILITY WHERE SERVICES RENDERED (if other than home or office)			22. WAS LABORATORY WORK PERFORMED OUTSIDE YOUR OFFICE YES <input type="checkbox"/> NO <input type="checkbox"/> CHARGES					
23. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. RELATED DIAGNOSIS TO PROCEDURE IN COLUMN D BY REFERENCE NUMBERS 1,2,3, ETC OR DX CODE  A. 1. 2. 3. 4.			B. EPSDT YES <input type="checkbox"/> NO <input type="checkbox"/>  FAMILY PLANNING YES <input type="checkbox"/> NO <input type="checkbox"/>  PRIOR AUTHORIZATION					
24. A. DATE OF SERVICE FROM _____ TO _____	B. PLACE OF SERVICE PROCEDURE CODE	C. FULLY DESCRIBE PROCEDURES, MEDICAL SERVICES OR SUPPLIES FURNISHED FOR EACH DATE GIVEN  (Explain Unusual Services or Circumstances)		D. DX CODE	E. CHARGES	F. DAYS/ UNITS	G. T.O.S.	H. LEAVE BLANK
25. SIGNATURE OF PHYSICIAN OR SUPPLIER  SIGNED _____ DATE _____			26. ACCEPT ASSIGNMENT YES <input type="checkbox"/> NO <input type="checkbox"/>  30. YOUR SOCIAL SECURITY NUMBER		27. TOTAL CHARGE		28. AMOUNT PAID	29. BALANCE Due
							31. PHYSICIAN'S OR SUPPLIER'S NAME, ADDRESS, ZIP CODE	
32. YOUR PATIENT'S ACCOUNT NUMBER			33. YOUR EMPLOYER ID NUMBER  ID NUMBER					