

## CLAIMS RELATED INFORMATION

Hard copy billing of waiver services is billed on the paper CMS-1500 (02/12) claim form or electronically on the 837P Professional transaction. Instructions in this appendix are for completing the CMS-1500; however, the same information is required when billing claims electronically. Items to be completed are listed as **required**, **situational** or **optional**.

**Required** information must be entered in order for the claim to be processed. Claims submitted with missing or invalid information in these fields will be returned unprocessed to the provider with a rejection letter listing the reason(s) the claims are being returned, or will be denied through the system. These claims cannot be processed until corrected and resubmitted by the provider.

**Situational** information may be required, but only in certain circumstances as detailed in the instructions that follow.

Paper claims should be submitted to:

DXC Technology  
P.O. Box 91020  
Baton Rouge, LA 70821

**NOTE:** Electronic claims submission is the preferred method for billing. (See the EDI Specifications located on the Louisiana Medicaid website at [www.lamedicaid.com](http://www.lamedicaid.com), directory link “HIPAA Information Center, sub-link “5010v of the Electronic Transactions” – 837P Professional Guide.)

This appendix includes the following:

- Instructions for completing the CMS 1500 claim form and samples of completed CMS-1500 claim forms; and
- Instructions for adjusting/voiding a claim and samples of adjusted CMS 1500 claim forms.

**CHAPTER 9: ADULT DAY HEALTH CARE WAIVER****APPENDIX E – CLAIMS RELATED INFORMATION****PAGE(S) 13****CMS 1500 (02/12) INSTRUCTIONS FOR  
ADULT DAY HEALTH CARE (ADHC) SERVICES****You must write “WAIVER” at the top center  
of the claim form!**

Locator #	Description	Instructions	Alerts
1	Medicare / Medicaid / Tricare / Champva / Group Health Plan / Feca Blk Lung	<b>Required</b> -- Enter an “X” in the box marked Medicaid (Medicaid #).	<b>You must write “WAIVER” at the top center of the Louisiana Medicaid claim form.</b>
1a	Insured's ID Number	<b>Required</b> – Enter the recipient's 13-digit Medicaid I.D. number exactly as it appears when checking recipient eligibility through MEVS, eMEVS, or REVS.  <b>NOTE:</b> The recipients' 13-digit Medicaid ID number must be used to bill claims. The CCN number from the plastic ID card is <b>NOT</b> acceptable. The ID number must match the recipient's name in Block 2.	
2	Patient's Name	<b>Required</b> – Enter the recipient's last name, first name, middle initial.	
3	Patient's Birth Date  Sex	<b>Situational</b> – Enter the recipient's date of birth using six digits (MM DD YY). If there is only one digit in this field, precede that digit with a zero (for example, 01 02 07).  Enter an “X” in the appropriate box to show the sex of the recipient.	
4	Insured's Name	<b>Situational</b> – Complete correctly if the recipient has other insurance; otherwise, leave blank.	
5	Patient's Address	<b>Optional</b> – Print the recipient's permanent address.	
6	Patient Relationship to Insured	<b>Situational</b> – Complete if appropriate or leave blank.	
7	Insured's Address	<b>Situational</b> – Complete if appropriate or leave blank.	
8	RESERVED FOR NUCC USE	Leave Blank	

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Locator #	Description	Instructions	Alerts
9	Other Insured's Name	<b>Situational</b> – Complete if appropriate or leave blank.	
9a	Other Insured's Policy or Group Number	<p><b>Situational</b> – If recipient has no other coverage, leave blank.</p> <p>If there is other commercial insurance coverage, the state assigned 6-digit TPL carrier code is <b>required</b> in this block. The carrier code is indicated on the Medicaid Eligibility verification (MEVS) response as the Network Provider Identification Number.</p> <p>Make sure the EOB or EOBs from other insurance(s) are attached to the claim.</p>	<b>ONLY the 6-digit code should be entered in this field. DO NOT enter dashes, hyphens, or the word TPL in the field.</b>
9b	RESERVED FOR NUCC USE	Leave Blank.	
9c	RESERVED FOR NUCC USE	Leave Blank.	
9d	Insurance Plan Name or Program Name	<b>Situational</b> – Complete if appropriate or leave blank.	
10	Is Patient's Condition Related To:	Leave Blank.	
11	Insured's Policy Group or FECA Number	<b>Situational</b> – Complete if appropriate or leave blank.	
11a	Insured's Date of Birth Sex	<b>Situational</b> – Complete if appropriate or leave blank.	
11b	OTHER CLAIM ID (Designated by NUCC)	Leave Blank.	
11c	Insurance Plan Name or Program Name	<b>Situational</b> – Complete if appropriate or leave blank.	
11d	Is There Another Health Benefit Plan?	<b>Situational</b> – Complete if appropriate or leave blank.	
12	Patient's or Authorized Person's Signature (Release of Records)	<b>Situational</b> – Complete if appropriate or leave blank.	
13	Insured's or Authorized Person's Signature (Payment)	<b>Situational</b> – Obtain signature if appropriate or leave blank.	

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Locator #	Description	Instructions	Alerts
14	Date of Current Illness / Injury / Pregnancy	Leave Blank.	
15	OTHER DATE	Leave Blank.	
16	Dates Patient Unable to Work in Current Occupation	Leave Blank.	
17	Name of Referring Provider or Other Source	Leave Blank.	
17a	Other ID#	Leave Blank.	
17b	NPI	<b>Situational</b> – If 17 or 17a is completed, this field is required.	
18	Hospitalization Dates Related to Current Services	Leave Blank.	
19	ADDITIONAL CLAIM INFORMATION (Designated by NUCC)	Leave Blank.	
20	Outside Lab? \$Charges	Leave Blank.	
21	ICD Indicator  Diagnosis or Nature of Illness or Injury	<p><b>Required</b> – Enter the applicable ICD indicator to identify which version of ICD coding is being reported between the vertical, dotted lines in the upper right-hand portion of the field.</p> <p>0 ICD-10-CM</p> <p><b>Required</b> – Enter the ICD 10 diagnosis code <b>Z76.89</b>.</p> <p><b>NOTE:</b> The ICD-10-CM "external cause of injury" diagnosis codes V, W, X, and Y will be accepted as non-primary diagnosis codes.</p>	<p><b>Diagnosis Code Z76.89 may be used on all ADHC claims.</b></p>

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Locator #	Description	Instructions	Alerts
22	Resubmission and/or Original Reference Number	<p><b>Situational.</b> If filing an adjustment or void, enter an "A" for an adjustment or a "V" for a void as appropriate AND one of the appropriate reason codes for the adjustment or void in the "Code" portion of this field.</p> <p>Enter the internal control number from the paid claim line as it appears on the remittance advice in the "Original Ref. No." portion of this field.</p> <p>Appropriate reason codes follow:</p> <p><u>Adjustments</u>  01 = Third Party Liability Recovery  02 = Provider Correction  03 = Fiscal Agent Error  90 = State Office Use Only – Recovery  99 = Other</p> <p><u>VOIDS</u>  10 = Claim Paid for Wrong Recipient  11 = Claim Paid for Wrong Provider  00 = Other</p>	To adjust or void more than one claim line on a claim, a separate form is required for each claim line since each line has a different internal control number.
23	Prior Authorization (PA) Number	<b>Required</b> – Enter the 9-Digit PA number in this field.	
24	Supplemental Information	<b>Situational</b> - Complete if appropriate or leave blank.	
24A	Date(s) of Service	<p><b>Required</b> -- Enter the date of service for each procedure. Bill one date of service per claim line.</p> <p>Either six-digit (MM DD YY) or eight digit (MM DD YYYY) format is acceptable.</p> <p>A separate claim must be billed for each month if the recipient's dates of service cross the end of a calendar month.</p>	Note: Claims must be split billed at the end of each month.
24B	Place of Service	<p><b>Required</b> -- Enter the appropriate place of service code for the services rendered.</p> <p>99 Other</p>	
24C	EMG	Leave Blank.	

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Locator #	Description	Instructions	Alerts
24D	Procedures, Services, or Supplies	<b>Required</b> -- Enter the procedure code(s) for services rendered in the un-shaded area(s).  S5100 – ADHC Services	
24E	Diagnosis Pointer	<b>Required</b> – Indicate the most appropriate diagnosis for each procedure by entering the appropriate reference letter ("A", "B", etc.) in this block.	
24F	\$ Charge	<b>Required</b> -- Enter usual and customary charges for the service rendered.	
24G	Days or Units	<b>Required</b> -- Enter the number of units billed for the procedure code entered on the same line in 24D  NOTE: ADHC cannot exceed 10 hours (40 units) each day and 50 hours (200 units) per week.	Reminder: 1 Unit is equal to 15 minutes of service
24H	EPSDT Family Plan	Leave Blank.	
24I	ID Qualifier	<b>Optional.</b> If possible, leave blank for Louisiana Medicaid billing.	
24J	Rendering Provider ID #	Leave Blank.	
25	Federal Tax ID Number	<b>Optional.</b>	
26	Patient's Account No.	<b>Situational</b> – Enter the provider specific identifier assigned to the recipient. This number will appear on the remittance advice (RA). It may consist of letters and/or numbers and may be a maximum of 20 characters.	
27	Accept Assignment?	<b>Optional.</b> Claim filing acknowledges acceptance of Medicaid assignment.	
28	Total Charge	<b>Required</b> – Enter the total of all charges listed on the claim.	

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Locator #	Description	Instructions	Alerts
29	Amount Paid	<b>Situational</b> – If TPL applies and block 9A is completed, enter the amount paid by the primary payor (including any contracted adjustments). Enter '0' if the third party did not pay.  If TPL does not apply to the claim, leave blank.	.
30	Reserved for NUCC use	<b>Leave Blank.</b>	
31	Signature of Physician or Supplier Including Degrees or Credentials  Date	<b>Optional</b> -- The practitioner or the practitioner's authorized representative's original signature is no longer required.  <b>Required</b> -- Enter the date of the signature.	
32	Service Facility Location Information	<b>Situational</b> – Complete as appropriate or leave blank.	
32a	NPI#	<b>Optional.</b>	
32b	Other ID#	<b>Optional.</b>	
33	Billing Provider Info & Phone #	<b>Required</b> -- Enter the provider name, address including zip code and telephone number.	
33a	NPI#	<b>Required</b> – Enter the billing provider's 10-digit NPI number.	<b>The 10-digit NPI <u>must</u> appear on paper claims.</b>
33b	Other ID#	<b>Required</b> – Enter the billing provider's 7-digit Medicaid ID number.  <b>ID Qualifier - Optional.</b> If possible, leave blank for Louisiana Medicaid billing.	<b>The 7-digit Medicaid Provider Number <u>must</u> appear on paper claims.</b>

**REMINDER: MAKE SURE “WAIVER” IS WRITTEN IN BOLD, LEGIBLE LETTERS AT THE TOP CENTER OF THE CLAIM FORM**


**Sample forms are on the following pages**

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## SAMPLE ADHC CLAIM FORM

 **WAIVER** Mail completed forms to:  
DXC Technology  
P.O. Box 91020  
Baton Rouge, LA 70821

**HEALTH INSURANCE CLAIM FORM**  
APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

☐ PCA ☐ PCA

1. MEDICARE <input type="checkbox"/> (Medicare #) 2. PATIENT'S NAME (Last Name, First Name, Middle Initial) <b>JAYCO, TRAVIS</b> 3. PATIENT'S BIRTH DATE <b>07   31   72</b> SEX <b>M</b> <input checked="" type="checkbox"/> <b>X</b> <b>F</b> 4. INSURED'S NAME (Last Name, First Name, Middle Initial) <b>9876543210123</b> 5. PATIENT'S ADDRESS (No., Street) CITY: STATE: ZIP CODE: TELEPHONE (Include Area Code): 6. PATIENT RELATIONSHIP TO INSURED Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/> 7. INSURED'S ADDRESS (No., Street) CITY: STATE: ZIP CODE: TELEPHONE (Include Area Code): 8. RESERVED FOR NUCC USE 9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial) 10. IS PATIENT'S CONDITION RELATED TO: a. OTHER INSURED'S POLICY OR GROUP NUMBER <b>TPL CODE IF APPLICABLE</b> b. RESERVED FOR NUCC USE c. RESERVED FOR NUCC USE d. INSURANCE PLAN NAME OR PROGRAM NAME 11. INSURED'S POLICY GROUP OR FECA NUMBER a. INSURED'S DATE OF BIRTH MM DD YY SEX <b>M</b> <input checked="" type="checkbox"/> <b>X</b> <b>F</b> b. OTHER CLAIM ID (designated by NUCC) c. INSURANCE PLAN NAME OR PROGRAM NAME d. IS THERE ANOTHER HEALTH BENEFIT PLAN? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <b>X</b> If yes, complete items 9, 9a, and 9d. 12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE: I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits other than payment to the entity whose receipt is designated below. SIGNED: <b>USE ONLY</b> 13. DATE OF CURRENT ILLNESS, INJURY, OR PREGNANCY (MM/DD/YY) QUAL: <b>17a</b> <b>17b</b> NPI 14. OTHER DATE (MM/DD/YY) QUAL: <b>17a</b> <b>17b</b> NPI 15. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM: MM/DD/YY TO: MM/DD/YY 16. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM: MM/DD/YY TO: MM/DD/YY 17. ADDITIONAL CLAIM INFORMATION (designated by NUCC) 20. OUTSIDE LAB? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <b>X</b> \$ CHARGES 21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY: Please A-L to service line below (445) (ICD-10) A: <b>Z76.89</b> B: C: D: E: F: G: H: I: J: K: L: 22. SUBMISSION CODE: ORIGINAL REF. NO. 23. PRIOR AUTHORIZATION NUMBER PRIOR AUTH NUMBER 24. A. DATE(S) OF SERVICE From: MM/DD/YY To: MM/DD/YY B. RATE OF SERVICE C. D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) E. DIAGNOSIS F. CHARGES G. DATES OF USES H. PRIOR AUTH I. ID. QUAL J. RENDERING PROVIDER ID. # 1 12 10 18 12 10 18 99 S5100 A 72.00 24 NPI 2 12 12 18 12 12 18 99 S5100 A 96.00 32 NPI 3 12 13 18 12 13 18 99 S5100 A 120.00 40 NPI 4 NPI 5 NPI 6 NPI 25. FEDERAL TAX I.D. NUMBER SSN: EIN: 26. PATIENT'S ACCOUNT NO. 12345 27. ACCEPT ASSIGNMENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 28. TOTAL CHARGE: \$ 288.00 29. AMOUNT PAID: \$ 30. Ref: for NUCC Use 31. SIGNATURE OF PHYSICIAN OR SUPPLIER (including degrees or credentials) (I certify that the statements on the reverse apply to this bill and are made a part thereof) <b>BILLER</b> 12/15/2018 DATE 32. SERVICE FACILITY LOCATION INFORMATION a. NPI b. 1234567890 c. 1234567 33. BILLING PROVIDER INFO & PH# (225) 555-4957 ADULT DAY CARE 9876 LOLLIPOP LANE ANYWHERE, LA 71111 <p>NUCC Instruction Manual available at: <a href="http://www.nucc.org">www.nucc.org</a> PLEASE PRINT OR TYPE APPROVED CMS-0935-1197 FORM 1500 (02-12)</p>
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CHAPTER 9: ADULT DAY HEALTH CARE WAIVER

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## APPENDIX E – CLAIMS RELATED INFORMATION

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**ADJUSTING/VOIDING CLAIMS**

An adjustment or void may be submitted electronically or by using the CMS-1500 (02/12) form.

**Only a paid claim can be adjusted or voided. Denied claims must be corrected and resubmitted, not adjusted or voided.**

Only one claim line can be adjusted or voided on each adjustment/void form.

For those claims where multiple services are billed and paid by service line, a separate adjustment/void form is required for each claim line if more than one claim line on a multiple line claim form must be adjusted or voided.

The provider should complete the information on the **adjustment** exactly as it appeared on the original claim, **changing only the item(s) that was in error and noting the reason for the change in the space provided on the claim.**

If a paid claim is being voided, the provider must enter all the information on the **void** from the original claim exactly as it appeared on the original claim. After a voided claim has appeared on the Remittance Advice, a corrected claim may be resubmitted (if applicable).

Only the paid claim's most recently approved internal control number (ICN) can be adjusted or voided; thus:

- If the claim has been successfully adjusted previously, the most current ICN (the ICN of the adjustment) must be used to further adjust the claim or to void the claim.
- If the claim has been successfully voided previously, the claim must be resubmitted as an original claim. The ICN of the voided claim is no longer active in claims history.

If a paid claim must be adjusted, almost all data can be corrected through an adjustment with the exception of the Provider Identification Number and the Recipient/Patient Identification Number. **Claims paid to an incorrect provider number or for the wrong Medicaid recipient cannot be adjusted. They must be voided and corrected claims submitted.**

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**Adjustments/Voids Appearing on the Remittance Advice**

When an Adjustment/Void Form has been processed, it will appear on the Remittance Advice under *Adjustment or Voided Claim*. The adjustment or void will appear first. The original claim line will appear in the section directly beneath the Adjustment/Void section.

The approved adjustment will replace the approved original and will be listed under the "Adjustment" section on the RA. The original payment will be taken back on the same RA and appear in the "Previously Paid" column.

When the void claim is approved, it will be listed under the "Void" column of the RA.

An Adjustment/Void will generate Credit and Debit Entries which appear in the Remittance Summary on the last page of the Remittance Advice.


**Sample forms are on the following pages.**

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## SAMPLE WAIVER CLAIM FORM ADJUSTMENT

 **WAIVER** **HEALTH INSURANCE CLAIM FORM**

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

Mail completed forms to:  
DXC Technology  
P.O. Box 91020  
Baton Rouge, LA 70821

**PATIENT AND INSURED INFORMATION**

1. MEDICAID ☒ MEDICAID ☐ TRI-CARE ☐ CHAMPVA ☐ GROUP HEALTH PLAN ☐ FECA ☐ OTHER ☐  
(Medicare) (Medicaid) (TRICARE) (Member ID#) (ID#) (ID#) (ID#)

2. PATIENT'S NAME (Last Name, First Name, Middle Initial)  
**Jayco, Travis**

3. PATIENT'S BIRTH DATE  
**07 31 72** SEX **M** ☒ **F** ☐

4. INSURED'S NAME (Last Name, First Name, Middle Initial)

5. PATIENT'S ADDRESS (No., Street)  
CITY: STATE: ZIP CODE: TELEPHONE (Include Area Code):

6. PATIENT RELATIONSHIP TO INSURED  
Self ☐ Spouse ☐ Child ☐ Other ☐

7. INSURED'S ADDRESS (No., Street)  
CITY: STATE: ZIP CODE: TELEPHONE (Include Area Code):

8. RESERVED FOR NUCC USE

9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)

10. IS PATIENT'S CONDITION RELATED TO:  
a. OTHER INSURED'S POLICY OR GROUP NUMBER  
**TPC Code if Applicable**  
b. AUTO ACCIDENT? ☐ YES ☐ NO  
c. OTHER ACCIDENT? ☐ YES ☐ NO  
d. INSURANCE PLAN NAME OR PROGRAM NAME

11. INSURED'S POLICY GROUP OR FECA NUMBER

12. INSURED'S DATE OF BIRTH  
MM DD YY SEX M ☐ F ☐

13. OTHER CLAIM ID (Designated by NUCC)

14. INSURANCE PLAN NAME OR PROGRAM NAME

15. IS THERE ANOTHER HEALTH BENEFIT PLAN?  
☐ YES ☐ NO *If yes, complete items 9, 9a, and 9d.*

16. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE (I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits due to payment to the party who accepts assignment below.)  
SIGNED: \_\_\_\_\_

17. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE (I authorize payment of medical benefits to the undersigned physician or supplier for services described below.)  
SIGNED: \_\_\_\_\_

18. DATE OF CURRENT ILLNESS, INJURY, OR PREGNANCY (LMP)  
MM DD YY QUAL: \_\_\_\_\_

19. OTHER DATE  
MM DD YY QUAL: \_\_\_\_\_

20. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION  
FROM MM DD YY TO MM DD YY

21. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES  
FROM MM DD YY TO MM DD YY

22. OUTSIDE LAB? ☐ YES ☐ NO \$ CHARGES: \_\_\_\_\_

23. RESUBMISSION CODE  
A 02 ORIGINAL REF NO. **8347198798700**

24. PRIOR AUTHORIZATION NUMBER  
Prior Auth # \_\_\_\_\_

25. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Please A-L to service line below (415) (ICD Ind: \_\_\_\_\_)  
A. **Z7689** B. \_\_\_\_\_ C. \_\_\_\_\_ D. \_\_\_\_\_  
E. \_\_\_\_\_ F. \_\_\_\_\_ G. \_\_\_\_\_ H. \_\_\_\_\_  
I. \_\_\_\_\_ J. \_\_\_\_\_ K. \_\_\_\_\_ L. \_\_\_\_\_

26. DATE(S) OF SERVICE From MM DD YY To MM DD YY

27. PLACE OF SERVICE EMG OPT/HCPCS MODIFIER

28. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances)

29. DIAGNOSIS POINTER

30. \$ CHARGES G DAYS (or Units) H PRO T (Rate) I ID. QUAL J RENDERING PROVIDER ID. #

1 11 06 18 11 06 18 12 S5125 UN A 84.00 28 NPI

2 NPI

3 NPI

4 NPI

5 NPI

6 NPI

29. FEDERAL TAX I.D. NUMBER SSN EIN

30. PATIENT'S ACCOUNT NO. **1234**

31. ACCEPT ASSIGNMENT? (For good claims, see back) ☒ YES ☐ NO

32. TOTAL CHARGE \$ **84.00**

33. AMOUNT PAID \$

34. Rvd for NUCC Use

35. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREE OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)  
**Biller** **12/17/18** DATE

36. SERVICE FACILITY LOCATION INFORMATION  
a. NPI b. \_\_\_\_\_

37. BILLING PROVIDER INFO & PH# (225) 555-4957  
**HERE FOR YOU WAIVER**  
**200 MAIN ST**  
**ANY TOWN, LA 70000**  
a. **1234509876** b. **1123456**

NUCC Instruction Manual available at: www.nucc.org PLEASE PRINT OR TYPE APPROVED UMB-0939-1197 FORM 1500 (02-12)

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## SAMPLE CLAIM FORM



## HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

1. MEDICARE MEDICAID TRICARE CHAMPVA GROUP HEALTH PLAN FECA BOX LUNG OTHER (Medicare#) (Medicaid#) (ID#/DoD#) (Member ID#) (ID#) (ID#) (ID#)										1a. INSURED'S I.D. NUMBER (For Program in Item 1)																																																	
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)										3. PATIENT'S BIRTH DATE MM DD YY SEX M F										4. INSURED'S NAME (Last Name, First Name, Middle Initial)																																							
5. PATIENT'S ADDRESS (No., Street)										6. PATIENT RELATIONSHIP TO INSURED Self Spouse Child Other										7. INSURED'S ADDRESS (No., Street)																																							
CITY STATE										CITY STATE										CITY STATE																																							
ZIP CODE TELEPHONE (Include Area Code)										ZIP CODE TELEPHONE (Include Area Code)										ZIP CODE TELEPHONE (Include Area Code)																																							
8. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)										10. IS PATIENT'S CONDITION RELATED TO: a. EMPLOYMENT? (Current or Previous) YES NO b. AUTO ACCIDENT? YES NO PLACE (State) c. OTHER ACCIDENT? YES NO 10d. CLAIM CODES (Designated by NUCC)										11. INSURED'S POLICY GROUP OR FECA NUMBER a. INSURED'S DATE OF BIRTH MM DD YY SEX M F b. OTHER CLAIM ID (Designated by NUCC) c. INSURANCE PLAN NAME OR PROGRAM NAME d. IS THERE ANOTHER HEALTH BENEFIT PLAN? YES NO If yes, complete items 9, 9a, and 9d.																																							
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below. SIGNED DATE										13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below. SIGNED																																																	
14. DATE OF CURRENT ILLNESS, INJURY, OR PREGNANCY (LMP) MM DD YY QUAL.										15. OTHER DATE MM DD YY QUAL.										16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY																																							
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE 17a. 17b. NPI										18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY										19. OUTSIDE LAB? YES NO \$ CHARGES																																							
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (24E) ICD Ind. A. B. C. D. E. F. G. H. I. J. K. L.										22. RESUBMISSION CODE ORIGINAL REF. NO.										23. PRIOR AUTHORIZATION NUMBER																																							
24. A. DATE(S) OF SERVICE From To B. PLACE OF SERVICE C. D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) E. DIAGNOSIS POINTER F. \$ CHARGES G. DAYS ON UNITS H. FIRST Party Plan I. ID. QUAL. J. RENDERING PROVIDER ID. #																																																											
1																																																											
2																																																											
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4																																																											
5																																																											
6																																																											
25. FEDERAL TAX I.D. NUMBER SBN EIN										26. PATIENT'S ACCOUNT NO.										27. ACCEPT ASSIGNMENT? YES NO										28. TOTAL CHARGE \$										29. AMOUNT PAID \$										30. Paid for NUCC Use									
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)										32. SERVICE FACILITY LOCATION INFORMATION										33. BILLING PROVIDER INFO & PH # ( )																																							
SIGNED DATE										a. NPI b.										c. NPI d.																																							

NUCC Instruction Manual available at: [www.nucc.org](http://www.nucc.org)

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**CHAPTER 9: ADULT DAY HEALTH CARE WAIVER**

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**APPENDIX E – CLAIMS RELATED INFORMATION****PAGE(S) 13**

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Providers should refer to the General Information and Administration Provider Manual chapter of the Medicaid Services Manual located on the Louisiana Medicaid website below for general information concerning topics relative to general claims filing.

<http://www.lamedicaid.com/provweb1/Providermanuals/manuals/GIA/GIA.pdf>