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CHAPTER 29: AMBULATORY SURGICAL CENTERS

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## APPENDIX B: CLAIMS FILING

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**CLAIMS FILING**

Hard copy billing of ambulatory surgical center services are billed on the paper CMS-1500 (02/12) claim form or electronically in the 837P 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 process. 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:

Gainwell Technologies  
P.O. Box 91020  
Baton Rouge, LA 70821

This appendix includes the following:

1. Instructions for completing the CMS-1500 claim form and a sample of a completed CMS-1500 claim form; and
2. Instructions for adjusting/voiding a claim and a sample of an adjusted CMS-1500 claim form.

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CMS-1500 (02/12) INSTRUCTIONS FOR AMBULATORY SURGICAL  
CENTERS

Locator #	Description	Instructions	Alerts
<b>1</b>	Medicare / Medicaid / Tricare Champus / Champva / Group Health Plan / Feca Blk Lung	<b>Required</b> -- Enter an "X" in the box marked Medicaid (Medicaid #).	
<b>1a</b>	Insured's Identification (ID) Number	<b>Required</b> – Enter the beneficiary's 13-digit Medicaid ID number exactly as it appears when checking beneficiary eligibility through Medicaid Eligibility Verification System (MEVS), eMEVS or Recipient Eligibility Verification System (REVS).  <b>NOTE:</b> The beneficiaries' 13-digit Medicaid ID number <u>must</u> be used to bill claims. The card control number (CCN) from the plastic ID card is <b>NOT</b> acceptable. The ID number must match the beneficiary's name in Block 2.	
<b>2</b>	Patient's Name	<b>Required</b> – Enter the beneficiary's last name, first name, middle initial (MI).	
<b>3</b>	Patient's Date of Birth (DOB)  Sex	<b>Situational</b> – Enter the beneficiary's DOB using 6 digits (MM DD YY). If there is only 1 digit in this field, precede that digit with a 0 (for example, 01 02 07).  Enter an "X" in the appropriate box to show the sex of the beneficiary.	
<b>4</b>	Insured's Name	<b>Situational</b> – Complete correctly if the beneficiary has other insurance; otherwise, leave blank.	
<b>5</b>	Patient's Address	<b>Optional</b> – Print the beneficiary's permanent address.	
<b>6</b>	Patient Relationship to Insured	<b>Situational</b> – Complete if appropriate or leave blank.	
<b>7</b>	Insured's Address	<b>Situational</b> – Complete if appropriate or leave blank.	

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Locator #	Description	Instructions	Alerts
8	RESERVED FOR NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) USE		
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 beneficiary has no other coverage, leave blank.</p> <p>If there is other commercial insurance coverage, the state assigned 6-digit third-party liability (TPL) carrier code is <b>required</b> in this block. The carrier code is indicated on the MEVS) response as the Network Provider Identification Number.</p> <p>Make sure the explanation of benefits (EOBs) from other insurance(s) are attached to the claim.</p>	<p><b>ONLY the 6-digit code should be entered for commercial and Medicare Health Maintenance Organizations (HMOs) in this field.</b></p> <p><b>DO NOT enter dashes, hyphens, or the word TPL in the field.</b></p> <p><b>NOTE: DO NOT ENTER A 6-DIGIT CODE FOR TRADITIONAL MEDICARE</b></p>
9b	RESERVED FOR NUCC USE	<b>Leave Blank.</b>	
9c	RESERVED FOR NUCC USE	<b>Leave Blank.</b>	
9d	Insurance Plan Name or Program Name	<b>Situational</b> – Complete if appropriate or leave blank.	
10	Is Patient's Condition Related To:	<b>Situational</b> – Complete if appropriate or leave blank.	
11	Insured's Policy Group or Federal Employees Compensation Act (FECA) Number	<b>Situational</b> – Complete if appropriate or leave blank.	
11a	Insured's DOB Sex	<b>Situational</b> – Complete if appropriate or leave blank.	

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Locator #	Description	Instructions	Alerts
11b	Employer's Name or School Name	<b>Leave Blank.</b>	
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	Patient's or Authorized Person's Signature (Payment)	<b>Situational</b> – Obtain signature if appropriate or leave blank.	
14	Date of Current Illness / Injury / Pregnancy	<b>Optional.</b>	
15	If Patient Has Had Same or Similar Illness, Give First Date	<b>Leave Blank.</b>	
16	Dates Patient Unable to Work in Current Occupation	<b>Optional.</b>	
17	Name of Referring Provider or Other Source	<b>Optional.</b>	
17a	Unlabeled	<b>Leave Blank.</b>	
17b	National Provider Identifier (NPI)	<b>Leave Blank.</b>	
18	Hospitalization Dates Related to Current Services	<b>Optional.</b>	
19	Reserved for Local Use	<b>Leave Blank.</b>	
20	Outside Lab?	<b>Optional.</b>	

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Locator #	Description	Instructions	Alerts
21	<p>International Classification of Diseases (ICD) Ind.</p> <p>Diagnosis or Nature of Illness or Injury</p>	<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>9 ICD-9-CM 0 ICD-10-CM</p> <p><b>Required</b> -- Enter the most current ICD diagnosis code.</p> <p>NOTE: The ICD-9-CM "E" and "M" series diagnosis codes are not part of the current diagnosis file and should not be used when completing claims to be submitted to Medicaid.</p>	<p><b>The most specific diagnosis codes must be used. General codes are not acceptable.</b></p> <p><b>ICD-9 diagnosis codes must be used on claims for dates of service prior to 10/1/15.</b></p> <p><b>ICD-10 diagnosis codes must be used on claims for dates of service 10/1/15 forward.</b></p> <p><b>Refer to the provider notice concerning the federally required implementation of ICD-10 coding which is posted on the ICD-10 Tab at the top of the Home page (<a href="http://www.lamedicaid.com">www.lamedicaid.com</a>).</b></p>

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Locator #	Description	Instructions	Alerts
22	Resubmission Code	<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 = TPL 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 Beneficiary  11 = Claim Paid for Wrong Provider  00 = Other</p>	<p><b>Effective with date of processing 5/19/14 providers currently using the proprietary 213 Adjustment/Void forms will be required to use the CMS 1500 (02/12).</b></p> <p><b>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.</b></p>
23	Prior Authorization (PA) Number	<p><b>Situational</b> – Complete if appropriate or leave blank.</p> <p>If the services being billed must be Prior Authorized, the PA number is <b>required</b> to be entered.</p>	
24	Supplemental Information	<b>Leave Blank.</b>	
24A	Date(s) of Service	<p><b>Required</b> -- Enter the date of service for each procedure.</p> <p>Either 6-digit (MM DD YY) or 8-digit (MM DD YYYY) format is acceptable.</p>	
24B	Place of Service	<b>Required</b> -- Enter the appropriate place of service code for the services rendered.	
24C	Electromyography (EMG)	<b>Situational</b> – Complete if appropriate or leave blank.	
24D	Procedures, Services, or Supplies	<b>Required</b> -- Enter the procedure code(s) for services rendered in the un-shaded area(s).	

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Locator #	Description	Instructions	Alerts
24E	Diagnosis Pointer	<b>Required</b> – Indicate the most appropriate diagnosis for each procedure by entering the appropriate reference number (“1”, “2”, etc.) in this block.  More than one diagnosis/reference number may be related to a single procedure code.	
24F	\$Charges	<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	
24H	Early and Periodic Screening, Diagnostics, and Treatment (EPSDT) Family Plan	<b>Situational</b> – Leave blank or enter a “Y” if services were performed as a result of an EPSDT referral.	
24I	ID Qual.	<b>Optional.</b> If possible, leave blank for Louisiana Medicaid billing.	
24J	Rendering Provider ID #	<b>Leave Blank</b>	
25	Federal Tax ID Number	<b>Optional.</b>	
26	Patient’s Account Number	<b>Situational</b> – Enter the provider specific identifier assigned to the beneficiary. 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.	
29	Amount Paid	<b>Situational</b> – If TPL applies and block 9A is completed, enter the amount paid by the primary payor. Enter ‘0’ if the third party did not pay.  If TPL does not apply to the claim, leave blank.  <b>Do not report Medicare payments in this field.</b>	
30	Reserved for NUCC use	<b>Leave Blank.</b>	

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Locator #	Description	Instructions	Alerts
31	Signature of Physician or Supplier Including Degrees or Credentials  Date	<b>Optional. – The practitioner or the practitioner’s authorized representative’s original signature is no longer required.</b>  Enter the date of form completion.	
32	Service Facility Location Information	<b>Situational</b> – Complete as appropriate or leave blank.	
32a	NPI	<b>Optional.</b>	
32b	Unlabeled	<b>Situational</b> – Complete if appropriate or leave blank.	
33	Billing Provider Info & Phone #	<b>Required</b> -- Enter the provider name, address including zip code and telephone number.	
33a	NPI	<b>Required - Enter the billing provider’s 10 digit NPI number.</b>	
33b	Unlabeled	<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.	The 7-digit Medicaid Provider Number must appear on paper claims.



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## Example of Billing for Ambulatory Surgical Centers with ICD-9 Diagnosis Code (Dates BEFORE 10/1/15)

HEALTH INSURANCE CLAIM FORM											
APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12											
PICA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> PICA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>											
1. MEDICARE (Medicare #)		MEDICAID (Medicaid #)		TRICARE (ID#)		CHAMPVA (Member ID#)		GROUP HEALTH PLAN (ID#)		FECA BLK/LUNG (ID#)	
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)		3. PATIENT'S BIRTH DATE (MM DD YY)		SEX (M F X)		4. INSURED'S NAME (Last Name, First Name, Middle Initial)		5. INSURED'S ADDRESS (No., Street)		6. INSURED'S CITY (No., Street)	
5. PATIENT'S ADDRESS (No., Street)		6. PATIENT RELATIONSHIP TO INSURED (Self Spouse Child Other)		7. INSURED'S ADDRESS (No., Street)		8. RESERVED FOR NUCC USE		9. INSURED'S CITY (No., Street)		10. RESERVED FOR NUCC USE	
CITY		STATE		ZIP CODE		TELEPHONE (Include Area Code)		CITY		STATE	
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)		10. IS PATIENT'S CONDITION RELATED TO:		11. INSURED'S POLICY GROUP OR FECA NUMBER		12. INSURED'S DATE OF BIRTH (MM DD YY)		13. INSURED'S SEX (M F)		14. OTHER CLAIM ID (Designated by NUCC)	
a. OTHER INSURED'S POLICY OR GROUP NUMBER		a. EMPLOYMENT? (Current or Previous)		b. AUTO ACCIDENT? (Place (State))		c. INSURANCE PLAN NAME OR PROGRAM NAME		d. IS THERE ANOTHER HEALTH BENEFIT PLAN?		e. If yes, complete items 9, 9a and 9d.	
b. RESERVED FOR NUCC USE		YES NO		YES NO		c. INSURANCE PLAN NAME OR PROGRAM NAME		d. IS THERE ANOTHER HEALTH BENEFIT PLAN?		e. If yes, complete items 9, 9a and 9d.	
c. RESERVED FOR NUCC USE		YES NO		YES NO		c. INSURANCE PLAN NAME OR PROGRAM NAME		d. IS THERE ANOTHER HEALTH BENEFIT PLAN?		e. If yes, complete items 9, 9a and 9d.	
d. INSURANCE PLAN NAME OR PROGRAM NAME		10d. RESERVED FOR LOCAL USE		11. INSURED'S DATE OF BIRTH (MM DD YY)		12. INSURED'S SEX (M F)		13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.		14. SIGNED	
12. PATIENTS OR AUTHORIZED PERSONS 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.											
13. SIGNED											
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP)											
15. OTHER DATE											
16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION											
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE											
18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES											
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)											
20. OUTSIDE LAB? \$ CHARGES											
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY (Relate A-L to service line below (24E)) ICD 9											
22. RESUBMISSION CODE ORIGINAL REF. NO.											
23. PRIOR AUTHORIZATION NUMBER											
24. A. DATE(S) OF SERVICE From To B. PLACE OF SERVICE C. PROCEDURE, SERVICE, OR SUPPLIES (Explain Unusual Circumstances) D. DIAGNOSIS POINTER E. \$ CHARGES F. DAYS OR UNITS G. (IPST) Family Plan H. ID. QUAL. I. RENDERING PROVIDER ID. #											
1 12 15 14 12 15 14 24 45380 ABCD 900 00 1 NPI											
2											
3											
4											
5											
6											
25. FEDERAL TAX I.D. NUMBER SSN EIN											
26. PATIENT'S ACCOUNT NO.											
27. ACCEPT ASSIGNMENT? (For govt. claim, see back) YES NO											
28. TOTAL CHARGE \$ 900 00											
29. AMOUNT PAID \$											
30. BALANCE DUE \$ 900 00											
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# (225) 555-4957											
SIGNED IMA BILLER DATE 1/7/15 a. 1234567891 b. 1234567											

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### **Example of Billing for Ambulatory Surgical Centers with ICD-10 Diagnosis Code (Dates ON OR AFTER 10/1/15)**

[illegible]

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Example of Billing Adjustment for Ambulatory Surgical Centers with ICD-9  
Diagnosis Code (Dates BEFORE 10/1/15)

HEALTH INSURANCE CLAIM FORM																							
APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12																							
PICA <input type="checkbox"/>																							
1. MEDICARE (Medicare #) <input checked="" type="checkbox"/> MEDICAID (Medicaid #) <input checked="" type="checkbox"/> TRICARE (TRICARE #) <input type="checkbox"/> CHAMPVA (Member ID#) <input type="checkbox"/> GROUP HEALTH PLAN (ID#) <input type="checkbox"/> FECA BLK LUNG (ID#) <input type="checkbox"/> OTHER (ID#) <input type="checkbox"/>				1a. INSURED'S I.D. NUMBER (For Program in Item 1) 1234567890123																			
2. PATIENT'S NAME (Last Name, First Name, Middle Initial) LOU, JANNIE				3. PATIENT'S BIRTH DATE (MM DD YY) 06 19 85 M F <input checked="" type="checkbox"/>				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)															
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial) a. OTHER INSURED'S POLICY OR GROUP NUMBER TPL Code if applicable b. RESERVED FOR NUCC USE c. RESERVED FOR NUCC USE d. INSURANCE PLAN NAME OR PROGRAM NAME				10. IS PATIENT'S CONDITION RELATED TO: a. EMPLOYMENT? (Current or Previous) YES NO b. AUTO ACCIDENT? YES NO c. OTHER ACCIDENT? YES NO d. IS THERE ANOTHER HEALTH BENEFIT PLAN? YES NO				11. INSURED'S POLICY GROUP OR FECA NUMBER a. INSURED'S DATE OF BIRTH (MM DD YY) M SEX F b. OTHER CLAIM ID (Designated by NUCC) c. INSURANCE PLAN NAME OR PROGRAM NAME															
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. PATIENT'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				20. OUTSIDE LAB? YES NO \$ CHARGES															
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (24E) ICD-9 9 A. 78907 B. 78321 C. 78729 D. 53081 E. F. G. H. I. J. K. L.				22. RESUBMISSION CODE A 02 ORIGINAL REF. NO. 4361134567800				23. PRIOR AUTHORIZATION NUMBER															
24. A. DATE(S) OF SERVICE From MM DD YY To MM DD YY B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS MODIFIER E. DIAGNOSIS POINTER F. \$ CHARGES G. DAYS OR UNITS H. GROSS Fee I. ID QUAL J. RENDERING PROVIDER ID #																							
1 12 15 14 12 15 14 24 45380 ABCD 900 00 1 NPI																							
2																							
3																							
4																							
5																							
6																							
25. FEDERAL TAX I.D. NUMBER SSN EIN 1234				26. PATIENT'S ACCOUNT NO. 1234				27. ACCEPT ASSIGNMENT? YES NO				28. TOTAL CHARGE \$ 900 00				29. AMOUNT PAID \$				30. BALANCE DUE \$ 900 00			
31. 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) SIGNED IMA BILLER DATE 1/7/15				32. SERVICE FACILITY LOCATION INFORMATION a. b.				33. BILLING PROVIDER INFO & PH# (225) 555-4957 SURGI CENTER 123 MAIN ST ANY TOWN, LA 70000				a. 1234567891 b. 1234567											


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Example of Billing Adjustment for Ambulatory Surgical Centers with ICD-10  
Diagnosis Code (Dates ON OR AFTER 10/1/15)

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

PICA ☐ ☐ PICA ☐ ☐

1. MEDICARE (Medicare #) <input checked="" type="checkbox"/> MEDICAID (Medicaid #) <input type="checkbox"/> TRICARE (TRICARE #) <input type="checkbox"/> CHAMPVA (Member ID#) <input type="checkbox"/> GROUP HEALTH PLAN (ID#) <input type="checkbox"/> FECA BLK LUNG (ID#) <input type="checkbox"/> OTHER (ID#) <input type="checkbox"/>		1a. INSURED'S I.D. NUMBER (For Program in Item 1) <b>1234567890123</b>	
2. PATIENT'S NAME (Last Name, First Name, Middle Initial) <b>LOU, JANNIE</b>		3. PATIENT'S BIRTH DATE MM DD YY <b>06 19 85</b> SEX M F <input checked="" type="checkbox"/>	
5. PATIENT'S ADDRESS (No., Street) CITY STATE ZIP CODE TELEPHONE (include Area Code) ( )		7. INSURED'S ADDRESS (No., Street) CITY STATE ZIP CODE TELEPHONE (include Area Code) ( )	
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial) 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		10. IS PATIENT'S CONDITION RELATED TO: a. EMPLOYMENT? (Current or Previous) YES NO b. AUTO ACCIDENT? YES NO c. OTHER (Specify) YES NO 10d. RESERVED FOR LOCAL USE	
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE (I authorize payment of medical benefits to the undersigned physician or supplier for services described below.) SIGNED DATE		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.	
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP) MM DD YY QUAL		15. OTHER DATE MM DD YY QUAL	
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE 17a. NPI		16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY 18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY	
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)		20. OUTSIDE LAB? YES NO \$ CHARGES	
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (24E) ICD Ind. <b>0</b> A. <b>R 1084</b> B. <b>R 634</b> C. <b>R 13 19</b> D. <b>K 2 19</b> E. F. G. H. I. J. K. L.		22. RE-SUBMISSION CODE <b>A02</b> ORIGINAL REF. NO. <b>5303134567800</b>	
24. A. DATE(S) OF SERVICE From MM DD YY To MM DD YY B. PLACE OF SERVICE EMG C. D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS MODIFIER E. DIAGNOSIS POINTER		23. PRIOR AUTHORIZATION NUMBER	
1 10 08 15 10 08 15 24 45380 ABCD 900.00 1 NPI			
2			
3			
4			
5			
6			
25. FEDERAL TAX I.D. NUMBER SSN EIN		26. PATIENT'S ACCOUNT NO. <b>1234</b>	
27. ACCEPT ASSIGNMENT? (For gnt. date, see back) YES NO		28. TOTAL CHARGE \$ <b>900.00</b> 29. AMOUNT PAID \$ 30. BALANCE DUE \$ <b>900.00</b>	
31. 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.) SIGNED <b>IMA BILLER</b> DATE <b>10/15/15</b>		32. SERVICE FACILITY LOCATION INFORMATION a. b. 33. BILLING PROVIDER INFO & PH# (225) 555-4957 <b>SURGI CENTER</b> <b>123 MAIN ST</b> <b>ANY TOWN, LA 70000</b> a. <b>1234567891</b> b. <b>1234567</b>	

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## Example of Blank Form



**HEALTH INSURANCE CLAIM FORM**

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

PICA ☐ ☐

1. MEDICARE ☐ MEDICAID ☐ TRICARE ☐ CHAMPVA ☐ GROUP HEALTH PLAN ☐ FECA BENEFIT ☐ OTHER ☐

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

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. EMPLOYMENT? (Current or Previous) YES ☐ NO ☐

b. AUTO ACCIDENT? YES ☐ NO ☐ PLADE (State)

c. OTHER ACCIDENT? YES ☐ NO ☐

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

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.

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 DATE

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. NPI 17b. NPI

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

19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)

20. 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 MM DD YY To MM DD YY B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) E. DIAGNOSIS POINTER F. \$ CHARGES G. DAYS OF UNITS H. FIRST Party I. ID. QUAL J. RENDERING PROVIDER ID. #

1 2 3 4 5 6

25. FEDERAL TAX I.D. NUMBER SSN EIN 26. PATIENT'S ACCOUNT NO. 27. ACCEPT ASSIGNMENT? (For gov. claims, use below) YES ☐ NO ☐ 28. TOTAL CHARGE \$ 29. AMOUNT PAID \$ 30. Raved 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. NPI

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