

## CHAPTER 1: GENERAL INFORMATION AND ADMINISTRATION

## APPENDIX D: FORMS

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## 213 Adjustment/Void Form Sample

MAIL TO:  
UNISYS  
P.O. BOX 91020  
BATON ROUGE, LA 70821  
(800) 473-2783  
924-5010 (IN BATON ROUGE)

STATE OF LOUISIANA  
DEPARTMENT OF HEALTH AND HOSPITALS  
BUREAU OF HEALTH SERVICE FINANCING  
MEDICAL ASSISTANCE PROGRAM  
PROVIDER BILLING FOR  
HEALTH INSURANCE CLAIM FORM

FOR OFFICE USE ONLY

1 ☐ ADJ. ☐ VOID

PATIENT AND INSURED (SUBSCRIBER) INFORMATION

2 PATIENT'S NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL) 3 PATIENT'S DATE OF BIRTH 4 INSURED'S NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)

5 PATIENT'S ADDRESS (STREET, CITY, STATE, ZIP CODE) 6 PATIENT'S SEX  
MALE ☐ FEMALE ☐  
7 PATIENT'S RELATIONSHIP TO INSURED  
SELF ☐ SPOUSE ☐ CHILD ☐ OTHER ☐ 8 INSURED'S I.D., MEDICARE, AND/OR MEDICAID NO. (INCLUDE ANY LETTER)

9 INSURED'S GROUP NO. (OR GROUP NAME)

10 OTHER HEALTH INSURANCE COVERAGE - ENTER NAME OF POLICYHOLDER AND PLAN NAME AND ADDRESS AND POLICY OR MEDICAL ASSISTANCE NUMBER 11 WAS CONDITION RELATED TO:  
A. PATIENT'S EMPLOYMENT  
YES ☐ NO ☐  
B. AN AUTO ACCIDENT  
YES ☐ NO ☐ 12 INSURED'S ADDRESS (STREET, CITY, STATE, ZIP CODE)

PHYSICIAN OR SUPPLIER INFORMATION

13 DATE OF ILLNESS (FIRST SYMPTOM) OR INJURY (ACCIDENT) OR PREGNANCY (LMP) 14 DATE FIRST CONSULTED YOU FOR THIS CONDITION 15 HAS PATIENT EVER HAD SAME OR SIMILAR SYMPTOMS?  
YES ☐ NO ☐

16 DATE PATIENT ABLE TO RETURN TO WORK 17 DATES OF TOTAL DISABILITY  
FROM THROUGH  
18 NAME OF REFERRING PHYSICIAN OR OTHER SOURCE (E.G. PUBLIC HEALTH AGENCY) 19 FOR SERVICES RELATED TO HOSPITALIZATION GIVE HOSPITALIZATION DATES  
ADMITTED DISCHARGED

20 NAME AND ADDRESS OF FACILITY WHERE SERVICES RENDERED (IF OTHER THAN HOME OR OFFICE) 21 WAS LABORATORY WORK PERFORMED OUTSIDE OF OFFICE?  
YES ☐ NO ☐ CHARGES

22 DIAGNOSIS OR NATURE OF ILLNESS, RELATE DIAGNOSIS TO PROCEDURE IN COLUMN D BY REFERENCE TO NUMBERS 1,2,3, OR DX CODE:  
1  
2  
3

23 EPSDT FAMILY PLANNING YES ☐ NO ☐  
24 PRIOR AUTHORIZATION NO.

25

A. DATE OF SERVICE FROM	B. PLACE OF SERVICE	C. FULLY DESCRIBE PROCEDURES, MEDICAL SERVICES OR SUPPLIES FURNISHED FOR EACH DATE GIVEN (PROCEDURE CODE IDENTIFY) (EXPLAIN UNUSUAL SERVICES OR CIRCUMSTANCES)	D. DIAGNOSIS CODE	E. CHARGES	F. DAYS OR UNITS	G. T.O.S.	H. LEAVE BLANK

26 CONTROL NUMBER 27 THIS IS FOR CHANGING OR VOIDING A PAID ITEM. (THE CORRECT CONTROL NUMBER AS SHOWN ON THE REMITTANCE ADVICE IS ALWAYS REQUIRED.) 28 DATE OF REMITTANCE ADVICE THAT LISTED CLAIM WAS PAID

29 REASONS FOR ADJUSTMENT  
☐ 01 THIRD PARTY LIABILITY RECOVERY  
☐ 02 PROVIDER CORRECTIONS  
☐ 03 FISCAL AGENT ERROR  
☐ 90 STATE OFFICE USE ONLY - RECOVERY  
☐ 99 OTHER - PLEASE EXPLAIN

30 REASONS FOR VOID  
☐ 10 CLAIM PAID FOR WRONG RECIPIENT  
☐ 11 CLAIM PAID TO WRONG PROVIDER  
☐ 99 OTHER - PLEASE EXPLAIN

31 SIGNATURE OF PHYSICIAN OR SUPPLIER  
(I CERTIFY THAT THE STATEMENTS ON THE REVERSE APPLY TO THIS BILL AND ARE MADE A PART HEREOF.) 32 PHYSICIAN'S OR SUPPLIER'S NAME, ADDRESS, ZIP CODE, AND TELEPHONE

33 YOUR PATIENT'S ACCOUNT NUMBER

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