



Each item on this form needs to be completed. Instructions for completion are listed on the reverse side.

Please Print or Type

1 Insured/Subscriber Name (Last, First, Middle Initial) 2 Group Number Insured/Subscriber Identification Number (from ID card) Mailing Address Patient's Full Name (Last, First, Middle) City & State Zip Code Patient's Sex Patient's Date of Birth Month Day Year Insured Employed? Date of Retirement Patient's Relationship to Insured

3 Type of treatment received: Check only one type and attach itemized statements. Please use a separate claim form for each different type of treatment. \*Please note: Preventive care includes immunizations, routine well baby care, routine physical examinations, vision and hearing exams. Injury - Date of Accident: Illness - Date of First Symptom: Pregnancy - Date of Conception: \*Preventive - Date of Service:

4 Describe: Diagnosis, Symptoms of Illness or Injury or explain Preventive care received.

5 Was Illness or Injury work connected? Name and Address of Employer

6 If Injury, was motor vehicle involved?

7 Is patient covered under any other Health Benefits Plan (besides Medicaid, Medicare or CHAMPUS)? Insuring Co. Policy # Address Effective Date of Coverage Employer Sex Birthdate Insured Relationship to Patient

If the other coverage is primary, attach the other insurance company's Explanation of Benefits

8 Medicare - Is the Patient: a) Entitled to Benefits Under Medicare Hospital Insurance (Part A)? b) Entitled to Benefits Under Medicare Medical Insurance (Part B)? c) Entitled to Benefits Under Medicare due to a disability? Patient's Medicare Identification No. (From Medicare ID Card)

9 I certify the above is complete and correct and that I am claiming benefits only for charges incurred by the patient named above. Authorization is hereby given to any Hospital, Physician, Dentist, Provider, Insurance Carrier or other entity to give Blue Cross and Blue Shield of Texas, Inc., upon request, any medical information which the Plans in their judgment deem necessary to the adjudication of this claim.

Signature of Insured Date Daytime Telephone Number

Itemized Bill(s) for Covered Services and Supplies must be attached (See Instructions on Reverse Side)

# Instructions

**Important: Do Not file this form if your Provider of Service is submitting these charges to Blue Cross and Blue Shield of Texas.**

**Please complete every item on claim form.**

- |   |  |
|---|--|
| <b>1</b> Insured's/Subscriber's Name, Address and Employment Status | Please show the insured's/subscriber's name exactly as it appears on the Blue Cross and Blue Shield of Texas identification card and specify the current address including the ZIP code. Check appropriate box indicating the insured's /subscriber's employment status. If retired, give date of retirement.  |
| <b>2</b> Patient Information  | Make sure the group number and identification number are exactly as shown on the insured's identification card. List patient's full name; no nicknames or initials please. Check the appropriate blocks for the patient's sex and relationship to the insured. Ensure the patient's correct date of birth is shown.  |
| <b>3</b> Type of Treatment Received                                 | Check only <u>one</u> treatment type (injury, illness, pregnancy or preventive care) and specify date of injury, date of first symptom, date of conception or date preventive care was received. You may attach multiple itemized statements if they are for one <u>type of treatment</u> (example: illness only, preventive care only).                     |
| <b>4</b> Diagnosis or Symptoms of Illness or Injury                 | Give diagnosis or a brief description of symptoms. If preventive care services were received, state the type of care (routine physical, hearing exam, vision exam or immunization diagnosis, etc.).  |
| <b>5</b> If Illness or Injury is in any way work related            | Check appropriate box and enter name and address of employer.  |
| <b>6</b> If Motor Vehicle Injury                                    | Check appropriate box.   |
| <b>7</b> Other Insurance  | Please check appropriate box. If "yes," complete the required information.   |
| <b>8</b> Medicare Information                                       | Please check appropriate box concerning Medicare eligibility. If "yes," show effective date and give Medicare identification number.<br><br>Medicare Enrollees should include a copy(s) of the Medicare Explanation of Benefits Form(s) (EOB) with their itemized statements unless patient is actively employed and requires group coverage to pay primary. |
| <b>9</b> Insured's Signature, Date and Daytime Telephone Number     | Please sign and date this form and attach your physician's itemized letterhead statement(s). The itemized statement(s) should contain all the information shown in the following example:  |

Itemized Bills Cannot Be Returned  
**Example of Itemized Bill**

	<div style="text-align: center;">Dayton Penridge, M.D. 101 Fourth Street Healthville, U.S.A.</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> <p>For Professional Services Rendered To: Virginia E. Warowes</p> </div> <div style="width: 35%;"> <p>Diagnosis: Arthritis</p> </div> </div> <div style="margin-top: 10px;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">3/1/87 Office Care Examination</td> <td style="width: 30%; text-align: right;">\$XXX</td> </tr> <tr> <td>Cortisone Injection</td> <td style="text-align: right;">XXX</td> </tr> <tr> <td>3/2/87 Examination at Home</td> <td style="text-align: right;">XXX</td> </tr> <tr> <td>3/6/87 Physical Therapy</td> <td style="text-align: right;">XXX</td> </tr> </table> </div>	3/1/87 Office Care Examination	\$XXX	Cortisone Injection	XXX	3/2/87 Examination at Home	XXX	3/6/87 Physical Therapy	XXX	<p>Name of the person or organization providing the services or supplies.</p> <p>If you are submitting itemized bills for a variety of services please use a separate claim form for each different type of treatment (one for illness, another for an injury, etc.).</p> <p>Charge for each service or supply</p>
3/1/87 Office Care Examination	\$XXX									
Cortisone Injection	XXX									
3/2/87 Examination at Home	XXX									
3/6/87 Physical Therapy	XXX									
<p>Name of the patient receiving the Services or supplies</p> <p>Date each service or supply was provided</p>	<p>Description of the services or supplies provided</p> <p>Please cross out those charges which were included on a previous claim.</p>	<p><i>NOTE: Bills for Private Duty Nursing Service must show the professional status of the nurse (R.N. — Registered Nurse, L.V.N. — Licensed Vocational Nurse), the nurse's license number, and must be accompanied by a statement from your physician indicating medical necessity and daily nurse's progress notes.</i></p> <p><i>FOR OTHER THAN PRESCRIPTION DRUG CARD HOLDERS: Bills for Prescription Drugs must show the name of each drug, the prescription number, the quantity dispensed, the date of purchase, and the amount charged for each drug. If drug is generic then the pharmacist must also indicate on itemized bill.</i></p>								

*This completed form, together with the itemized bills should be submitted to:*

**Blue Cross and Blue Shield of Texas, Inc.  
P.O. Box 660044  
Dallas, Texas 75266-0044**

**Additional copies of this form may be obtained from your Employer, our nearest Blue Cross and Blue Shield Area Office, or the above address.**

## PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.