State and School Employees' Health Insurance Plan
Self-Insured by the State of Mississippi

Motivating Mississippi - Keys to Living Healthy

MEDICAL CLAIM FORM

• • • IMPORTANT: PLEASE READ THE INSTRUCTIONS ON PAGE 2 OF THIS FORM • • •

• • Your Physician does not need to sign this form • •

Please complete and sign a separate form for each patient.

PATIENT INFORMATION

1. Patient's Name (No nicknames please)

_____
First MI Last

2. Name as Shown on I.D. Card

_____
First MI Last

3. Patient's Date of Birth

_____ / _____ / _____
Month Day Year

4. Identification Number as Shown on I.D. Card

_____

5. Patient's Sex ☐ Male ☐ Female

6. Patient's Relationship to Employee ☐ Self ☐ Child ☐ Spouse ☐ Other

7. Current Mailing Address ☐ Check here if new address.

_____
Street City State Zip

Current Telephone Numbers: Home _____ Office (optional) _____
Area Code Area Code

Payments and Explanation of Benefits will be sent to the most current address listed in our files.

OTHER HEALTH INSURANCE INFORMATION

8. Is patient covered under any other health insurance plan? ☐ Yes ☐ No

If yes, complete the following: Name of Policyholder _____
Last First Middle

Name of Employer (if group coverage) _____

Name and Address of Insuring Company _____
Name

_____
Street

Policy # _____ _____
City State Zip

9. Is patient covered under Medicare Part A (hospital) or Medicare Part B (medical):

Medicare Part A ☐ Yes ☐ No Effective Date _____ / _____ / _____
Month Day Year

Medicare Part B ☐ Yes ☐ No Effective Date _____ / _____ / _____
Month Day Year

Medicare Identification # _____

Is employee still actively employed? ☐ Yes ☐ No

If no, please enter effective date of retirement/ termination. _____ / _____ / _____
Month Day Year

CONDITION AND TREATMENT

10. Was condition related to:

Employment ☐ Auto Accident ☐ Other Accident/Injury ☐ Illness ☐

11. If Accident/Injury, give date.

_____ / _____ / _____
Month Day Year

12. Describe the nature of accident or illness and list symptoms.

_____

AUTHORIZATION

I certify that the information I have given is accurate to the best of my knowledge and that I am claiming benefits only for the charges incurred by the patient identified above. I authorize the release of any medical information necessary to process this claim.

Signature _____ Date _____

WHEN SHOULD YOU USE THIS FORM?

This form is designed to help you file itemized medical bills for you or an enrolled family member. You should not submit this form if your healthcare provider has filed a claim for you. Retain your receipt for your records.

PLEASE REVIEW YOUR MEDICAL BILLS AND FILE CLAIMS AT LEAST ONCE A MONTH TO ENSURE THE TIMELY PROCESSING OF YOUR CLAIMS.

CLAIMS FILING INSTRUCTIONS

1 Gather All Your **Itemized Medical Bills**

2 Separate Your Bills For Each Family Member

3 Complete a Separate Claim Form For Each Family Member

- Attach **Itemized Medical Bills** for the patient named on the form. Each itemized bill must include the patient's name, the healthcare provider's name and address, the provider tax id number, the date of each service, procedure codes, descriptions and charge for each service.
- If you are covered under any other health insurance or under Medicare, you must attach a copy of the Explanation of Benefits indicating their payment.

DID YOU

**** USE A SEPARATE CLAIM FORM FOR EACH FAMILY MEMBER?

**** COMPLETE EACH SECTION OF THE CLAIM FORM ENTIRELY?

**** COPY YOUR IDENTIFICATION NUMBER DIRECTLY FROM YOUR ID CARD?

**** ATTACH THE ORIGINAL ITEMIZED BILL(S) FROM THE PROVIDER THAT DESCRIBES ALL SERVICES RENDERED AND INCLUDES PATIENT'S NAME, HEALTHCARE PROVIDER'S NAME AND ADDRESS, PROVIDER TAX ID NUMBER, DATES OF SERVICE, PROCEDURE CODES, DESCRIPTIONS AND CHARGES?

**** KEEP A COPY FOR YOUR RECORDS?

Please forward your completed form to:

Blue Cross & Blue Shield of Mississippi
3545 Lakeland Drive
Flowood, Mississippi 39232

For further information or additional copies of this form, please contact our Customer Service Department at 1-800-709-7881.

Claims Administered by:

BlueCross BlueShield of Mississippi

It's good to be Blue.

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