

HOW TO USE THIS FORM

Dear Member:

Usually, all providers of health care will bill us for services to you and your enrolled dependents. This is the preferred procedure. You are not bothered with claim forms and we often need more details than are ordinarily provided on bills to patients.

Sometimes, a physician or an ambulance company may not bill us, for example, they may send the bill directly to you. In either instance, we have no way of knowing about your claim. This Medical Claim Form was developed to notify us of any covered health service for which we have not already been billed. Please read the following instructions about how to report Health Care Services.

We are happy to serve you.

SECTION 1: PATIENT INFORMATION

Use this section to identify the patient.

SECTION 2: SUBSCRIBER INFORMATION (on member ID card)

Use this section to identify the subscriber. Some of this information may be found on your ID card.

SECTION 3: MEDICAL INFORMATION

HEALTH CARE SERVICES: Use this section to report any COVERED health service that has not already been reported to HealthLink by the provider of service (the physician, clinical, ambulance company, private duty nurse, etc.) **Attach itemized bill or photocopy.** Please be sure that duplicate bills are not submitted.

When submitting this form to HealthLink YOU MUST INCLUDE A COMPLETED CMS FORM FROM THE PROVIDER. If a CMS form is not attached, or if the form is not fully completed, your request will be returned to the provider of service.

Please send this form and the completed CMS form to:

HealthLink
P.O. Box 659986
San Antonio, TX 78265
Fax: (208) 519-4594

If you have questions or need any assistance, please call the number listed on your Member ID card.

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