



# How to Complete This Medical Claim Form

Please complete this form properly and in its entirety. To avoid delays in processing, be sure to attach an original fully itemized bill(s) along with any supporting documentation.

1. The Member or Authorized Person must complete the following sections of the Benefit Claim Form:

- Member
- Patient Information
- Accident Information
- Medicare Information
- Other Health Insurance
- Authorization/Release of Information/Assignment of Benefits

2. Authorization/Release of Information

Your signature authorizes the Plan to obtain information to carry out our processing of the claim(s).

3. Assignment of Benefits

Your signature authorizes the Plan to pay the Provider or Supplier directly.

4. Submitting the Claim Form

Please check with the Provider or Supplier to see if they will file the claim on your behalf, especially if MHBP is the secondary payer. Otherwise, you are responsible for the filing of the claim(s) with us.

If you have an itemized bill, please attach and mail to the address on the claim form. If you need assistance with completing this form, please contact the Plan at **800-410-7778**.



# Medical Claim Form

PO Box 8402  
London, KY 40742

**Member Information** *(please print)* - See Page 1 for instructions on how to complete this claim form.

Last Name	First	MI	Member ID Number
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**Patient Information** – Complete this section only if claim is for a qualified dependent.

Last Name	First	MI	
Patient ID	Date of Birth	Relationship	Gender

**Accident Information** – Complete this section only if claim is result of accident or work-related illness or injury.

Date of accident or first symptoms of illness?	Where did the accident occur? (City/State)
Is accident/illness related to employment? If no, <input type="checkbox"/> Auto <input type="checkbox"/> Other	Describe the accident or illness.
Give date patient first consulted physician.	Has patient ever had same or similar symptoms? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Medicare Information** – Complete this section only if patient is eligible for Medicare.

Please attach copy of the “Explanation of Benefits” statement from your Medicare insurance carrier.

Medicare Number (include any alpha characters)	Effective Date (Part A)	Effective Date (Part B)
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**Other Health Insurance** – If Yes, complete section below or claim cannot be processed.

No other coverage

Name of Policyholder	Policy Number		
Name of Insurance Company	Insurance Company Phone Number		
Street Address	City	State	ZIP

**Authorization/Release of Information**

I authorize any insurance company, organization, employer, hospital physician, pharmacist or other health care provider to release any information requested with regard to this claim and the expenses reported. I certify that the information furnished in conjunction with this claim is true and correct. I know it is a crime to fill out this form with facts I know are false or to omit facts I know are important.

Patient or authorized person’s signature	Date
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**Assignment of Benefits**

I agree to assign benefits directly to the provider of services.

Patient or authorized person’s signature	Date
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**THIS SECTION FOR PHYSICIAN OR SUPPLIER ONLY.**

If a detailed statement is available, please attach.

**Provider Statement of Services Rendered**

Name and address of facility where services were rendered (if other than home or office)	Date Admitted
	Date Discharged

Diagnosis Code and Description

1.	3.
2.	4.

Date of Service (from/to)	Place of Service	CPT-4 Procedure Code	Description of Service	Charges	Days or Units

Signature of Provider	Total Charge	Amount Paid	Balance Due
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Provider Name	Tax ID Number
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Provider Address	Telephone Number (     )
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Aetna complies with applicable Federal civil rights laws and does not discriminate, exclude or treat people differently based on their race, color, national origin, sex, age, or disability.

Aetna provides free aid/services to people with disabilities and to people who need language assistance.

If you need a qualified interpreter, written information in other formats, translation or other services, call 800-410-7778.

If you believe we have failed to provide these services or otherwise discriminated based on a protected class noted above, you can also file a grievance with the Civil Rights Coordinator by contacting:

Civil Rights Coordinator

P.O. Box 14462, Lexington, KY 40512

800-648-7817, TTY: 711

Fax: 859-425-3379

[CRCoordinator@aetna.com](mailto:CRCoordinator@aetna.com)

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or at: U.S. Department of Health and Human Services, 200 Independence Avenue SW., Room 509F, HHH Building, Washington, DC 20201, or at 800-368-1019, 800-537-7697 (TDD).

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**(TTY: 711)**

To access language services at no cost to you, call 800-410-7778.

Para acceder a los servicios de idiomas sin costo, llame al 800-410-7778. (Spanish)

如欲使用免費語言服務，請致電 800-410-7778。 (Chinese)

Afin d'accéder aux services langagiers sans frais, composez le 800-410-7778. (French)

Para ma-access ang mga serbisyo sa wika nang wala kayong babayaran, tumawag sa 800-410-7778. (Tagalog)

Um auf für Sie kostenlose Sprachdienstleistungen zuzugreifen, rufen Sie 800-410-7778 an. (German)

*T'áá ni nizaad k'ehjí bee níká a'doowól doo bááh ílnígóó koji' hólne'* 800-410-7778. (Navajo)

للحصول على الخدمات اللغوية دون أي تكلفة، الرجاء الاتصال على الرقم 800-410-7778. (Arabic)

Pou jwenn sèvis lang gratis, rele 800-410-7778. (French Creole-Haitian)

Per accedere ai servizi linguistici, senza alcun costo per lei, chiami il numero 800-410-7778. (Italian)

言語サービスを無料でご利用いただくには、800-410-7778 までお電話ください。 (Japanese)

무료 언어 서비스를 이용하려면 800-410-7778 번으로 전화해 주십시오. (Korean)

برای دسترسی به خدمات زبان به طور رایگان، با شماره 800-410-7778 تماس بگیرید. (Persian-Farsi)

Aby uzyskać dostęp do bezpłatnych usług językowych proszę zadzwonoć 800-410-7778. (Polish)

Para acessar os serviços de idiomas sem custo para você, ligue para 800-410-7778. (Portuguese)

Для того чтобы бесплатно получить помощь переводчика, позвоните по телефону 800-410-7778. (Russian)

Nếu quý vị muốn sử dụng miễn phí các dịch vụ ngôn ngữ, hãy gọi tới số 800-410-7778. (Vietnamese)