

MEDICAL CLAIM INSTRUCTIONS

Check to see that all required information has been completed and that the form has been signed. Failure to completely fill out the form may **delay** payment of your claim.

WHEN TO FILE A CLAIM:

As eligible expenses are incurred. However, unless major expenses are involved, we suggest you accumulate your bills and file them periodically during the year.

FILING PROCEDURE:

Claim forms are available from the Administrative Offices.

A claim form should be submitted for **each member** of the family for whom claims are made. A claim form should be filled out **each time** bills are submitted.

Completed claim forms, together with **Itemized bills**, are to be sent to The Urman Company (address below).

If claim forms are to be sent by the physician and/or hospital, a **separate** claim form, properly completed, should be given to each provider of service.

TIMELY CLAIMS SUBMISSION:

All claims are required to be submitted prior to July 1 of the next calendar year. If claims are not submitted within these guidelines, payment will not be assured.

ITEMIZED BILLS:

Bills for services and treatment must include the information indicated below. Failure to submit complete bills will **delay** processing of your claim. Lists of expenses or statements of "Balance Due" are not acceptable.

Physician — Bills must show patient's name, date(s) of treatment, nature of treatment, **diagnosis** and charges.

Prescription Drugs — Receipts must show patient's name, prescription number, date and charges. When submitting each prescription drug charge for the first time, please include a **diagnosis** from your physical.

X-ray, lab, medical equipment, registered nurses, etc. — Bills must show patient's name, nature of service, date(s) of service, place of service, charges, and **diagnosis** from referring physician.

MAIL CLAIMS TO

CNIC
P.O. Box 3559
Englewood, CO 80155-3559

NOTE: PROVIDERS—FOR INFORMATION, PLEASE CALL (303) 773-1373