

# Member Submitted Reimbursement Request Form



Please use this form to request reimbursement for services incurred with non-contracting providers.

## Copy the information from your Blue Cross and Blue Shield of Minnesota member ID card

Identification Number	Group Number	Patient's Gender <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U	
Subscriber's Last Name	Subscriber's First Name	Subscriber's Birthdate	
Subscriber's Street Address	City	State	ZIP Code
Patient's Last Name	Patient's First Name	Patient's Birthdate	
Patient's Street Address	City	State	ZIP Code
Patient's Relationship to Subscriber <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent		Does Patient have other coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Foreign Claim? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is condition Job Related? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is condition related to an Auto Accident? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Provider Name

Provider Name	Address	City, State	ZIP Code

## Other Coverage Information

For claims related to an injury or auto accident, please provide the name and address of the other carrier, if applicable. Identification Number _____ Group Number _____ Name of Insurance Company _____ Address _____	<b>YOU MUST INCLUDE A COPY OF YOUR EXPLANATION OF BENEFITS</b> , if you have other health care insurance as primary coverage, have an auto or worked related injury, or have Medicare benefits
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Does the patient have other insurance coverage? Yes <input type="checkbox"/> No <input type="checkbox"/> Identification Number _____ Group Number _____ Name of Insurance Company _____ Address _____	Does the patient have Medicare Coverage? Yes <input type="checkbox"/> No <input type="checkbox"/> Medicare Number _____ Is the patient eligible for Medicare Part A? Yes <input type="checkbox"/> No <input type="checkbox"/> Is the patient eligible for Medicare Part B? Yes <input type="checkbox"/> No <input type="checkbox"/>
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**I understand that typing my name on the line below constitutes a legal signature.**

I hereby certify that the statements provided by me are correct and acknowledge that I will refund to Blue Cross and Blue Shield of Minnesota duplicate payments to myself from other sources because of coordination of benefits. I authorize the provider of services, named above, to release the information requested on this form to Blue Cross and Blue Shield of Minnesota. **A person who files a claim with the intent to defraud or helps commit a fraud against an insurer is guilty of a crime.**

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

# Member Submitted Reimbursement Request Form



## How to submit your claim:

To process your claim, we need you to include all the information requested on this form.

- Requests must be submitted after the cost has been incurred.
  - A separate claim form must be submitted for each member covered under your plan benefits.
  - Incomplete forms may result in payment delays.
  - Please make a copy for your files. We cannot return the documents that you send.
  - Eligible reimbursement will be mailed to the contract holder/subscriber.
  - Final eligibility and payment will be based on plan benefit.
  - Claims must be submitted within the timeframe defined in plan benefits.
1. Attach a copy of the **itemized bill** from the provider. The bill **must** include:
    - **Provider name**, address, and Federal Tax ID or National Provider Identifier (NPI)
    - **Date(s) of service** - the date(s) you received the medical service or purchased the item.
    - **Charge** - The billed amount for each medical service or item purchased.
    - **Diagnosis code(s)** - combination of letters and/or numbers which identify a particular diagnosis.
    - **Procedure code(s)** - combination of letters and/or numbers that describe the service rendered by the health care professional.
    - **Place of Service code (POS)** - 2-digit number that indicates where the service was performed.
    - **Type of Bill (TOB)** - 3-to-4-digit number that applies only to hospital/facility charges.
    - **Revenue Code** - 3-to-4-digit number that describes the service received in a hospital/facility setting.
  2. You may include any other additional documents related to the service, as necessary.

**Note:** We cannot process your claim without all the information listed above. If any of the above items are missing, please contact the provider of the service(s) to obtain the information.

### Mail this form and receipts to:

Blue Cross and Blue Shield of Minnesota  
PO Box 982805  
El Paso, TX 79998-2805

or

### Email this form to:

[ISC.Subscriber.Claims@bluecrossmn.com](mailto:ISC.Subscriber.Claims@bluecrossmn.com)

## **NOTICE OF NONDISCRIMINATION PRACTICES**

***Effective July 18, 2016***

Blue Cross and Blue Shield of Minnesota and Blue Plus (Blue Cross) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or gender. Blue Cross does not exclude people or treat them differently because of race, color, national origin, age, disability, or gender.

Blue Cross provides resources to access information in alternative formats and languages:

- Auxiliary aids and services, such as qualified interpreters and written information available in other formats, are available free of charge to people with disabilities to assist in communicating with us.
- Language services, such as qualified interpreters and information written in other languages, are available free of charge to people whose primary language is not English.

If you need these services, contact us at 1-800-382-2000 or by using the telephone number on the back of your member identification card. TTY users call 711.

If you believe that Blue Cross has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or gender, you can file a grievance with the Nondiscrimination Civil Rights Coordinator

- by email at: [Civil.Rights.Coord@bluecrossmn.com](mailto:Civil.Rights.Coord@bluecrossmn.com)
- by mail at: Nondiscrimination Civil Rights Coordinator  
Blue Cross and Blue Shield of Minnesota and Blue Plus  
M495  
PO Box 64560  
Eagan, MN 55164-0560
- or by phone at: 1-800-509-5312

Grievance forms are available by contacting us at the contacts listed above, by calling 1-800-382-2000 or by using the telephone number on the back of your member identification card. TTY users call 711. If you need help filing a grievance, assistance is available by contacting us at the numbers listed above.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights

- electronically through the Office for Civil Rights Complaint Portal, available at: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>
- by phone at:  
1-800-368-1019 or 1-800-537-7697 (TDD)
- or by mail at:  
U.S. Department of Health and Human Services  
200 Independence Avenue SW  
Room 509F  
HHH Building  
Washington, DC 20201

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

This information is available in other languages. Free language assistance services are available by calling the toll free number below. For TTY, call 711.

Si habla español, tiene a su disposición servicios gratuitos de asistencia con el idioma. Llame al 1-855-903-2583. Para TTY, llame al 711.

Yog tias koj hais lus Hmoob, muaj kev pab txhais lus pub dawb rau koj. Hu rau 1-800-793-6931. Rau TTY, hu rau 711.

Haddii aad ku hadasho Soomaali, adigu waxaad heli kartaa caawimo luqad lacag la'aan ah. Wac 1-866-251-6736. Markay tahay dad maqalku ku adag yahay (TTY), wac 711.

နမ့်ၵတၢ်ကတိၵ်းနီၵ်း, တၢ်ကတၢ်နၢၵ်းတၢ်မၤတၢ်လိၵ်းတဖၣ်န့ၣ်လီၤ. ကိး 1-866-251-6744 လၢ TTY  
အဂီၢ်, ကိး 711 တက့ၢ်.

إذا كنت تتحدث العربية، تتوفر لك خدمات المساعدة اللغوية المجانية. اتصل بالرقم 1-866-569-9123. للهاتف النصي  
اتصل بالرقم 711.

Nếu quý vị nói Tiếng Việt, có sẵn các dịch vụ hỗ trợ ngôn ngữ miễn phí cho quý vị. Gọi số 1-855-315-4015. Người dùng TTY xin gọi 711.

Afaan Oromoo dubbattu yoo ta'e, tajaajila gargaarsa afaan hiikuu kaffaltii malee. Argachuuf 1-855-315-4016 bilbilaa. TTY dhaaf, 711 bilbilaa.

如果您說中文，我們可以為您提供免費的語言協助服務。請撥打 1-855-315-4017。聽語障專 (TTY)，請撥打 711。

Если Вы говорите по-русски, Вы можете воспользоваться бесплатными услугами переводчика. Звоните 1-855-315-4028. Для использования телефонного аппарата с текстовым выходом звоните 711.

Si vous parlez français, des services d'assistance linguistique sont disponibles gratuitement. Appelez le +1-855-315-4029. Pour les personnes malentendantes, appelez le 711.

አማርኛ የሚናገሩ ከሆኑ፣ ነጻ የቋንቋ አገልግሎት እርዳ አለሎት። በ 1-855-315-4030 ይደውሉ ለ TTY በ 711።

한국어를 사용하시는 경우, 무료 언어 지원 서비스가 제공됩니다. 1-855-904-2583 으로 전화하십시오. TTY 사용자는 711 로 전화하십시오.

ຖ້າວ່າເວົ້າພາສາລາວໄດ້, ມີການບໍລິການຊ່ວຍເຫຼືອພາສາໃຫ້ເຈົ້າພຣີ. ໃຫ້ໂທຫາ 1-866-356-2423 ລ່ຽມ. TTY, ໃຫ້ໂທຫາ 711.

Kung nagsasalita kayo ng Tagalog, mayroon kayong magagamit na libreng tulong na mga serbisyo sa wika. Tumawag sa 1-866-537-7720. Para sa TTY, tumawag sa 711.

Wenn Sie Deutsch sprechen, steht Ihnen fremdsprachliche Unterstützung zur Verfügung. Wählen Sie 1-866-289-7402. Für TTY wählen Sie 711.

ប្រសិនបើអ្នកនិយាយភាសាខ្មែរមន អ្នកអាចរកបានសេវាជំនួយភាសាឥតគិតថ្លៃ។ ទូរស័ព្ទមកលេខ 1-855-906-2583 ។ សម្រាប់ TTY សូមទូរស័ព្ទមកលេខ 711 ។

Diné k'ehjí yáníłt'i'go saad bee yát'i' éí t'áájíík'e bee níká'a'doowołgo éí ná'ahoot'i'. Kojì éí béésh bee hodíłnih 1-855-902-2583. TTY biniyégo éí 711 jì' béésh bee hodíłnih.

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