

# Member Claim Form

**Do not file prescription drugs on this form. Type or use blue or black ink to complete.**

- Visit [bcbsnc.com](http://bcbsnc.com) for prescription drug, dental and international claim forms, or call the toll-free number on your ID card.

## Filing Requirements:

- Complete a separate claim form for each covered family member.
- Enclose itemized receipts and make copies for your records. See Section IV for required information.
- Do not file a claim if the provider is filing for the same services.
- Attach Explanation of Benefits if these services are covered by another insurance policy.
- Claims must be filed within 18 months from the date services were received, or they will be denied.
- Please see Section VI for mailing information.

**Any claim filed without the required documentation listed above will be returned.**

<b>SECTION I: Patient Information</b> Please enter the subscriber number from your ID card.		
Subscriber Number:	Begin with letter prefix <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> 2 digits following member's name (see ID card)	
Patient's Last Name: _____ First Name: _____ Middle Initial: _____		
Date of Birth: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship to Subscriber: <input type="checkbox"/> Self <input type="checkbox"/> Child <input type="checkbox"/> Spouse <input type="checkbox"/> Other: _____

<b>SECTION II: Mailing Information</b> <input type="checkbox"/> Please check here if address has changed.
Subscriber Name: _____
Address (Line 1): _____
Address (Line 2): _____
City: _____ State: _____ ZIP Code: _____

<b>SECTION III: Other Insurance Information</b> Please complete the information below if the patient is covered by another health insurance policy.	
Does the patient have other insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other health insurance company name: _____
Other policy number: _____	Other policy holder's name: _____
Other policy holder's employer name: _____	
<b>Please complete the information below if the patient is covered by Medicare:</b>	
Medicare health insurance claim number: _____	Is patient eligible for: <input type="checkbox"/> Part A <input type="checkbox"/> Part B <input type="checkbox"/> Part A and B

**PLEASE NOTE:** If your other insurance or Medicare policy is primary, you must attach a copy of the Explanation of Benefits from that insurer. Your claim cannot be processed without this information.

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**SECTION IV: Services and Supplies To Be Considered For Reimbursement**

These may include ambulance services, medical appliances, diabetic supplies, glasses and/or contact lenses or out-of-network services. **BCBSNC requires that procedure codes and diagnosis codes on the itemized receipt be supplied by the provider of the service. Claims or itemized receipts received without the information below will be RETURNED.**

Please indicate where services were rendered if not in North Carolina: \_\_\_\_\_

Country: \_\_\_\_\_ Currency Used: \_\_\_\_\_

Date of Service (MM-DD-YY)	Procedure Codes or Description of Service/Supplies	Diagnosis Codes or Symptoms You Sought Treatment For	Charge
01-05-07	EXAMPLE: Office Visit	Cold and Flu Symptoms	54.00

**SECTION V: Private Duty Nursing** Enclose a copy of your receipts for these services.

Date of Service (MM-DD-YY)	Name of Nurse	Indicate RN, LPN or CNA	License Number	Hours Worked	Charge
03-10-07	EXAMPLE: Ms. Jane M. Doe	LPN	123456	8	160.00

**SECTION VI: Mailing Information**

<p><b>MAIL THIS FORM, ITEMIZED RECEIPTS AND EXPLANATION OF BENEFITS (if applicable) TO:</b>                  Blue Cross and Blue Shield of North Carolina                  P.O. Box 35                  Durham, NC 27702</p>	<p><b>DID YOU REMEMBER TO:</b></p> <ul style="list-style-type: none"> <li>• Use blue or black ink to complete the form?</li> <li>• Attach the Explanation of Benefits, if applicable?</li> <li>• Attach itemized receipts?</li> <li>• Provide your signature below?</li> <li>• Keep a copy of this form and your receipts?</li> </ul>
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**I certify that the information on this form is correct and the expenses incurred were necessary for the services filed.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

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