

# Behavioral Health Out of Network Claim Form

Insured and/or Administered by  
Connecticut General Life Insurance Company  
CIGNA Behavioral Care



CIGNA HealthCare

**DO NOT USE STAPLES**

*Provider Section, Instructions and Mailing Information on Reverse Side*

EMPLOYEE INFORMATION: Employee Complete This Section			
A. EMPLOYEE'S NAME (First, M.I., Last)		B. DATE OF BIRTH	C. SEX <input type="checkbox"/> M <input type="checkbox"/> F
D. EMPLOYEE'S MAILING ADDRESS (Street, City, State, Zip) and DAYTIME PHONE #		IS THIS A CHANGE OF ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO	E. EMPLOYEE'S SOC. SEC. / ID NO.
F. MARITAL STATUS	G. POLICY/ACCOUNT NO.	H. DIVISION/BRANCH OR CLASS/LOCATION	
I. EMPLOYER		J. EMPLOYEE STATUS <input type="checkbox"/> ACTIVE <input type="checkbox"/> HOURLY <input type="checkbox"/> RETIRED <input type="checkbox"/> SALARIED <input type="checkbox"/> DISABLED	
DATE			
PATIENT INFORMATION: Complete Only if Patient is Other Than Employee			
A. PATIENT'S NAME (First, M.I., Last)		B. RELATIONSHIP TO EMPLOYEE	C. DATE OF BIRTH
		D. SEX <input type="checkbox"/> M <input type="checkbox"/> F	
E. COMPLETE THIS INFORMATION IF PATIENT IS AN UNMARRIED DEPENDENT CHILD	DEPENDENT CHILD IS: <input type="checkbox"/> EMPLOYED FULL-TIME <input type="checkbox"/> STUDENT FULL-TIME	NAME, ADDRESS AND PHONE # OF CHILD'S SCHOOL/EMPLOYER	
ACCIDENT/OCCUPATIONAL CLAIM INFORMATION: Complete Only if Claim is a Result of an Accident or Occupational Illness/Injury			
A. DESCRIPTION OF ILLNESS (How, When, Where)		B. ILLNESS DUE TO EMPLOYMENT <input type="checkbox"/> YES <input type="checkbox"/> NO	
C. DATE OF BEGINNING OF ILLNESS	D. INJURY DUE TO AUTO ACCIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO	E. HAVE YOU OR YOUR DEPENDENT, OR WILL YOU OR YOUR DEPENDENT FILE CLAIM FOR WORKERS' COMPENSATION BENEFITS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
F. ARE YOU OR YOUR DEPENDENTS FILING A CLAIM OR LAWSUIT AGAINST A THIRD PARTY IN ORDER TO RECOVER THE COST OF EXPENSES INCURRED AS A RESULT OF THIS ILLNESS? <input type="checkbox"/> YES <input type="checkbox"/> NO			
FAMILY/OTHER COVERAGE INFORMATION: Complete Only if Claim is for a Dependent and/or Other Coverage is in Effect			
A. SPOUSE EMPLOYED <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO, HAS SPOUSE BEEN EMPLOYED DURING LAST 12 MONTHS? <input type="checkbox"/> YES <input type="checkbox"/> NO	B. NAME OF SPOUSE	SPOUSE'S DATE OF BIRTH
C. SPOUSE'S SOC. SEC. / ID NO.	D. NAME, ADDRESS AND PHONE # OF SPOUSE'S EMPLOYER		
E. IS THE PATIENT COVERED UNDER ANOTHER GROUP INSURANCE OR GOVERNMENT PLAN SUCH AS MEDICARE, AN HMO PLAN OR AUTOMOBILE MANDATORY NO-FAULT COVERAGE WHICH WILL ALSO COVER ANY OF THE MEDICAL EXPENSES OR DISABILITY LOSSES OF THIS CLAIM? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE NAME AND ADDRESS OF INSURANCE COMPANY, ORGANIZATION, OR HMO PROVIDING BENEFITS.			
NAME & ADDRESS			POLICY NUMBER
EMPLOYEE'S/PATIENT'S SIGNATURE AND RELEASE: Employee Must Sign all Claims			
A. AUTHORIZATION TO RELEASE INFORMATION- I authorize any Health Care Provider, Insurance Company, Employer, Person or Organization to release any information regarding the medical, dental, mental, alcohol or drug abuse history, treatment, or benefits payable, including disability or employment related information, to any CIGNA company, the Plan Administrator, or their authorized agents for the purpose of validating and determining benefits payable. I will receive a copy of this authorization upon request. This authorization or a copy shall be valid for one year from the date of signature. If the information disclosed relates to substance abuse treatment, these records' confidentiality is protected by Federal Law. Federal regulations (42 CFR Part 2) prohibit making any further disclosure of information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is not sufficient to release substance abuse records. The Federal Rules restrict any use of the information to criminally investigate or prosecute any substance abuse patient. State laws may also protect confidentiality of patient's records.			
PATIENT'S SIGNATURE (Parent or Guardian if Claim is on a Minor)			DATE
<b>NOTE:</b> If you wish your benefits paid directly to the physician or provider of service, sign in box B, below. Benefits will be paid directly to the hospital for a hospital confinement.			
B. PAYMENT AUTHORIZATION - I authorize payment directly to those Health Care Providers described below, and/or as indicated on the enclosed bills, of Mental Health / Substance Abuse Benefits otherwise payable to me, for services rendered by them.		IF YES, EMPLOYEE'S SIGNATURE	DATE
C. CERTIFICATION I certify that this information is true and correct.		EMPLOYEE'S SIGNATURE	DATE

**PHYSICIAN or PROVIDER: Complete This Section**

Diagnosis or Nature of Illness or Injury - Relate diagnosis to procedure in Column D by reference to numbers 1, 2, 3, etc. or ICD-9 Code.  1.  2.  3.  4.		DATE OF ILLNESS (FIRST SYMPTOM)		DATE FIRST CONSULTED FOR THIS CONDITION	HOSPITAL CONFINEMENT DATES		
						FROM TO	
		DATE ABLE TO RETURN TO WORK		TOTAL DISABILITY DATES		PARTIAL DISABILITY DATES	
				FROM TO		FROM TO	
NAME AND ADDRESS OF REFERRING PHYSICIAN OR OTHER SOURCE							
A. DATE OF SERVICE	B. PLACE OF SERVICE *	C. FULLY DESCRIBE PROCEDURES, MEDICAL SERVICES OR SUPPLIES FURNISHED FOR EACH DATE GIVEN			D. ICD-9 DIAGNOSIS CODE	E. CHARGES	
		PROCEDURE CODE (CPT-4: )	(Explain unusual services or circumstances)				
						:	
						:	
						:	
YOUR PATIENT'S ACCOUNT NO.		PHYSICIAN'S OR PROVIDER'S TAX IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER TO BE USED FOR TAX REPORTING.		PHYSICIAN OR PROVIDER'S NAME AND ADDRESS		TOTAL CHARGE	
		TAX I.D. #				AMOUNT PAID	
		SOC. SEC. #		PHYSICIAN'S OR PROVIDER'S TELEPHONE NUMBER ( )		BALANCE DUE	
I certify that the foregoing information is true and correct and that the charges are the actual charges to the insured.			PHYSICIAN'S OR PROVIDER'S SIGNATURE			DATE	
* 1. (IH) - Inpatient Hospital      4. (H) - Patient's Home      7. (NH) - Nursing Home      O. (OL) - Other Locations 2. (OH) - Outpatient Hospital    5. (PSY) - Day Care Facility    8. (SNF) - Skilled Nursing Facility    A. (IL) - Independent Laboratory 3. (O) - Doctor's Office            6. (PSY) - Night Care Facility    9. Ambulance                            B. Other Medical Facility							

**INSTRUCTIONS FOR FILING A CLAIM**

**Any person who knowingly and with intent to defraud any insurance company or other person files a statement containing any materially false information, or conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act which is a crime.**

YOU SHOULD SUBMIT YOUR CLAIMS MONTHLY, BUT YOU MUST USE A SEPARATE CLAIM FORM FOR EACH MEMBER OF THE FAMILY.

**1. IMPORTANT**

- A completed claim form must be included with each submission for each member of the family for each separate illness.
- Your claim cannot be processed without your Social Security Number (Employee Section, Block E).
- You must sign and date your claim form (Employee's / Patient's Signature and Release Section).

**2. ATTENDING PHYSICIAN OR PROVIDER INFORMATION SECTION SHOULD BE COMPLETED FOR MENTAL ILLNESS EXPENSES.**

*Be certain to include procedure code and ICD-9 Diagnosis Code (Physician or Provider Section, blocks C and D).*

**3. IF ENCLOSING ITEMIZED BILLS, THEY MUST INCLUDE:**

ALL BILLS

Employee Name	Date of Service
Patient Name	Diagnosis
Type of Service	Charge for Service

- Be certain to include Physician or Tax Identification number.
- Bills will not be returned to you - make copies for your records.
- Receipts, balance due statements and cancelled checks are not acceptable.

**4. ADDITIONAL INFORMATION**

Save your Explanation of Benefits - duplicate vouchers are not available.

**5. MAILING INSTRUCTIONS**

Send your **completed claim form** and itemized bills to the address indicated below.

CIGNA Behavioral Health  
 P.O. Box 46270  
 Eden Prairie, MN 55344-6270

Telephone: 1-800-926-2273, Customer Service