



Reimbursement Request

See instructions on back of sheet.

A Member Information

Member Name: _____

Member Date of Birth: _____ Member ID Number: _____

B Medical Information

Health Care Provider/Company: _____

Date of Service: _____ Total Charge for Service: \$ _____ Amount Paid: \$ _____

C Procedure Codes (if service rendered outside of US, provide description of service)

Please provide all procedure codes: _____

D Diagnosis Codes (if service rendered outside of US, provide description of service)

Please provide all diagnosis codes: _____

E Was the service rendered due to any of the following: Please check all that apply:

Out of Country Accident (Date: _____) Post Cataract Surgery (Date: _____)

F Were you hospitalized? _____ If yes, hospital name and address:

G Other Health Insurance Information

Do you have other group health insurance coverage? _____

If yes, please provide the following:

Certificate or Membership ID Number: _____ Group Number: _____

Subscriber: _____

Insurance company name and address: _____

Signature: _____

Instructions:

Please print required information as indicated below. Upon completion return to:

Martin's Point Generations Advantage
Claims Department
PO Box 11410
Portland, ME 04104-9863

If additional information is not needed, payment should be received within 4 to 6 weeks.

- 1 Complete Section A**—Member Number is printed on the Generations Advantage Membership ID card.
- 2 Complete Section B**—Enter the name of the physician, company, facility, or other health care professional from whom you received services; the date of the service; and the amount you paid.
- 3 Complete Section C**—Provide all applicable procedure codes. **Please ask your provider for applicable codes.** If the service took place outside the US, please provide a description of the service.
- 4 Complete Section D**—Provide all applicable diagnosis codes. **Please ask your provider for applicable codes.** If the service took place outside the US, please provide a description of the service.
- 5 Complete Section E**—Check all boxes that apply to your request. Provide date for Accident and Post Cataract Surgery (if applicable)
- 6 Complete Section F**—Enter the name and address of your other health insurance, if any, as well as the subscriber's name, and the certificate and group numbers of your policy. If you are asking to be reimbursed for multiple services, this information only needs to be filled out once, unless there was a change.
- 7 Attach Evidence of Payment**—Attach a copy of your bill and the receipt of payment or cancelled check.
- 8 Attach Itemized Bill**—Itemized bill **MUST** show: date of each service, place of service (doctor's office, inpatient hospital, outpatient hospital, patient's home, independent laboratory); description of each surgical or medical service or supply furnished; charge for EACH service. It is helpful if the diagnosis is also shown on the provider's bill.

IMPORTANT: Incomplete information may result in a delay or denial of your claim. See above for reimbursement instructions.

- ▶ **Timely Filing**—To be eligible for reimbursement, you must submit this request to us **NO LATER** than one (1) year from the date of service listed in Section B on Page 1 of this form.
- ▶ Proof of payment and itemized bill **MUST** be submitted to process your claim.