

## Claim Correspondence — Submission Form

This form should be completed by providers for claim correspondence only. Member information: Member first/last name: Member DOB: Member ID: Member coverage: ☐ Medicaid Provider/provider representative information: Provider first/last name: Provider street address: ZIP code: City: State: Phone: National provider identification number: Select one: ☐ I am a participating provider. ☐ I am a nonparticipating provider. Provider representative: ☐ Self ☐ Billing agency ☐ Law firm ☐ Other: Representative contact name: Contact phone: Representative street address: ZIP code: City: State: Claim information: Claim number: Billed amount: \$ Amount received: \$ End date of service: Authorization number: Start date of service: \* If you have multiple claims related to the same issue, you can use one form and attach a listing of the claims with each supporting document following behind. Claim correspondence Claim correspondence is defined as a request for additional/needed information in order for a claim to be considered clean, to be processed correctly or for a payment determination to be made. To ensure timely and accurate processing of your request, please complete the section below by checking the applicable category your correspondence applies to: ☐ Abortion Consent Form ☐ Hysterectomy Consent Form ☐ Medical records ☐ Corrected claim ☐ Invoice ☐ Other health insurance information ☐ ER level of payment review ☐ Itemized bill ☐ Sterilization Consent Form ☐ Other:

Mail this form, a listing of claims (if applicable) and supporting documentation to:

Healthy Blue Claims Department P.O. Box 61010 Virginia Beach, VA 23466-1010

## https://provider.healthybluemo.com

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