

Member Reimbursement Medical Claim Form Help Sheet (one per patient per provider)

(Please print clearly when completing the medical claim form)

FIELD #	FIELD NAME	DESCRIPTION
1	Patient's Tufts Health Plan # and Plan Type	ID# with suffix, found on the front of the Tufts Health Plan ID card. Type enrolled in: HMO, POS, PPO, Liberty by Tufts Health Plan, powered by Destiny Health, or CareLink.
2	Patient's Name	Last, First, Middle Initial of patient who received services.
3	Patient's Date of Birth Patient's Sex	Date of Birth: Month (2 digits), Day (2 digits), Year (4 digits) Sex: M = Male, F = Female
4	Patient Relationship to Subscriber	Is the patient the subscriber, the spouse, the child or an other (e.g. partner)?
5	Subscriber's Name, address, and telephone #	Subscriber is the person: ■ who enrolls in Tufts Health Plan and signs the membership application form on behalf of him/herself and any dependents ■ in whose name the premium is paid. Subscriber's address must include zip code. Subscriber's telephone number must include area code.
6	Provider's Name, address, telephone #, license # and state of license	A provider includes, but is not limited to, hospitals, physicians, optometrists, psychiatrists, licensed clinical social workers, DME suppliers, and pharmacies (for covered items that are not submitted to your pharmacy vendor).
7	In what setting did the patient receive treatment?	Such as office, emergency room, outpatient hospital (for x-rays, tests), inpatient hospital, clinic, medical supply store
8	Outside the USA	If applicable, indicate in what country services were provided, in what language (if not English) the bill and proof of payment are written, and in what currency the bill was paid.
9	Diagnosis: What was the patient seen for?	■ Diagnosis Code required for mental health services.* ■ For non-mental health services, provide a diagnosis code or detailed description of illness or injury.*
10A	Date(s) of Service	The date(s) the services were provided to the patient.
10B	Procedures, Services, or Supplies Provided	■ Procedure Code required for mental health services.* ■ For non-mental health services, provide a procedure code or detailed description.* (e.g.: wig, birthing class, etc.)
10C	Amount Paid	Amount paid for each date of service and procedure listed.
11	Total Amount Paid	Total amount for which you are requesting reimbursement.
12	Proof of Service(s)	A document (see Member Reimbursement Medical Claim Form) from the provider listing date(s) of service, service(s) provided, and dollar amounts paid.
13	Proof of Payment	A document (see Member Reimbursement Medical Claim Form) that confirms your payment.
14	Signature is Required	SIGNATURE OF INDIVIDUAL COMPLETING FORM MUST BE INCLUDED: By signing the Member Reimbursement Medical Claim Form, you are acknowledging that services were received and paid for in the amount requested, and that if any information on this form is misleading or fraudulent, your coverage may be cancelled and you may be subject to criminal and/or civil penalties for false health care claims. You understand that reimbursement payment will be made to The Plan subscriber and will contain information about the service (e.g., provider name, date, description of service). You also understand that Tufts Health Plan may request any additional information it deems necessary to verify that services were received and payment was made.

*As with all medical treatments, please consult with the provider office for an accurate code/description.