

**PLEASE SUBMIT ORIGINAL ITEMIZED BILLS WITH A COMPLETED AND SIGNED CLAIM FORM!**  
**IMPORTANT:** These forms are electronically scanned, please do not use HIGHLIGHTER or anything else that might distort the information on this form.

TYPE  
OR  
PRINT



Post Office Box 895, Oakland, NJ 07436  
800 / 225-1345 or 201/ 337-0555

See reverse side for claim filing information

**MEDICAL  
CLAIM  
FORM  
895**

**PATIENT INFORMATION (TO BE COMPLETED BY INSURED)**

1. INSURED'S Employer		2. INSURED'S ID . No.		3. INSURED'S Name, Address and Phone No. <input type="checkbox"/> If this is a new address, you must notify your employer	
4. PATIENT'S Name (First name, middle initial, last name)			5. PATIENT'S Date of Birth		
6. PATIENT'S Sex <input type="checkbox"/> M <input type="checkbox"/> F	7. PATIENT'S relation to INSURED <input type="checkbox"/> self <input type="checkbox"/> spouse <input type="checkbox"/> child <input type="checkbox"/> other	8. PATIENT'S Status: a <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other b. Employed full-time Yes <input type="checkbox"/> No <input type="checkbox"/> c. Student full-time Yes <input type="checkbox"/> No <input type="checkbox"/>			
9. Is PATIENT'S condition related to: a. <input type="checkbox"/> Employment? (Current or Previous) b. <input type="checkbox"/> Auto Accident? Place _____ (State) c. <input type="checkbox"/> Other Accident? YES <input type="checkbox"/> NO <input type="checkbox"/> d. If injured: → Describe how and where ► → Date _____ → Will you sue? _____				10. PATIENT'S Address (If different from INSURED'S) and Phone No. <input type="checkbox"/> If this is a new address, you must notify your employer	
11. INSURED'S Date of Birth	12. INSURED'S Sex <input type="checkbox"/> M <input type="checkbox"/> F	13. Is INSURED Now actively at work? <input type="checkbox"/> YES <input type="checkbox"/> NO or under <input type="checkbox"/> COBRA	14. Date INSURED'S hired		

**15. OTHER HEALTH INSURANCE COVERAGE - SECTIONS BELOW MUST BE ANSWERED FOR CLAIM TO BE APPROVED. ◀**

**A. INSURED'S SPOUSE'S employer (If unmarried or spouse is unemployed check none)**  
 None Employer Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**B. Name and address of other insurance company or H.M.O. If none, check None**  
 None

**C. Name of person covered - last & first** \_\_\_\_\_ **Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Sex**  M  F **Policy No. Identification** \_\_\_\_\_

**D. Person covered & named in item "C" above is insured's:**  Self  wife  Husband  Daughter  Son  Other (Describe) \_\_\_\_\_

**16. I authorize the release of any medical information necessary to process this request**  
 Signed (PATIENT or Authorized person) \_\_\_\_\_ Date \_\_\_\_\_

**17. I authorize payment of benefits directly to the Physician or Supplier named below.**  
 Signed (INSURED or Authorized person) \_\_\_\_\_

**PHYSICIAN OR SUPPLIER INFORMATION (TO BE COMPLETED BY PHYSICIAN AND RETURNED TO INSURED)**

DATE OF CURRENT:		ILLNESS (First symptom) or INJURY (Accident) or PREGNANCY (LMP)	IF PATIENT HAS HAD SAME OR SIMILAR SYMPTOMS, GIVE FIRST DATE CONSULTED	HOSPITALIZATION DATES RELATED TO CURRENT SERVICES	
				FROM	TO
DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION			DATES OF TOTAL DISABILITY		DATES OF PARTIAL DISABILITY
FROM TO			FROM TO		FROM TO
NAME OF REFERRING PHYSICIAN OR OTHER SOURCE				OUTSIDE LAB USED? YES <input type="checkbox"/> NO <input type="checkbox"/>	NAME AND ADDRESS OF FACILITY WHERE SERVICES WHERE RENDERED (If other than home or office)
DIAGNOSIS OR NATURE OF ILLNESS OR INJURY (Reference 1,2,3 or 4 to PROCEDURE in DIAGNOSIS CODE column)					
1. _____		3. _____			
2. _____		4. _____			

DATES OF SERVICE FROM	TO	PLACE* OF SERVICE	PROCEDURE CODE	EXPLANATION OF SERVICES	DIAGNOSIS CODE	\$ CHARGES	DAYS OR UNITS

FEDERAL TAX I.D. NUMBER		SSN EIN <input type="checkbox"/> <input type="checkbox"/>		PHYSICIAN OR SUPPLIER NAME, ADDRESS AND PHONE NUMBER			<b>TOTAL CHARGES</b>			
ACCEPT ASSIGNMENT? YES <input type="checkbox"/> NO <input type="checkbox"/>	PATIENT'S ACCT. No.						<b>AMOUNT PAID</b>			
SIGNATURE				DATE				<b>BALANCE DUE</b>		

\* PLACE OF (IH) INPATIENT (OV) DOCTOR'S OFFICE (DCF) DAY CARE FACILITY (IL) INDEPENDENT LAB (OL) OTHER LOCATION

ANY PERSON WHO KNOWINGLY FILES A STATEMENT OF CLAIM CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION WITH THE INTENT TO DEFRAUD OR DECEIVE ANY INSURANCE COMPANY OR PERSON IS GUILTY OF A FELONY.

1. COMPLETE THE “**PATIENT INFORMATION**” SECTION (ITEMS 1 THROUGH 14) ON THE REVERSE SIDE OF THIS FORM.

If you wish your medical benefits paid directly to your doctor, sign ITEM 17. A separate form must be submitted for each family member.

2. HAVE YOUR DOCTOR COMPLETE THE “**PHYSICIAN OR SUPPLIER INFORMATION**” SECTION OR SUBMIT COMPLETELY ITEMIZED BILLS.

An itemized bill is one that shows the PATIENT’S name, relationship to INSURED, date of service, type of service rendered, and the nature of the condition being treated

3. THE COMPLETED FORM AND ITEMIZED BILLS MUST BE SENT TO THE ADDRESS BELOW:

**SUBMIT ALL MEDICAL CLAIM FORMS TO:**

**INSURANCE DESIGN ADMINISTRATORS  
P.O. BOX 895  
OAKLAND, NJ 07436**

ELIGIBILITY AND ALL OTHER INQUIRIES CALL: 1-800-225-1345

**IMPORTANT REMINDER**

Please be sure you have provided the INSURED’S Social Security Number.

**NOTE TO CLAIMANT**

Please attach all itemized bills and supporting documents to this completed and signed claim form. Do not use highlighter or anything else that might distort the information on this form; **otherwise, your claim will be delayed.**

**NOTE TO ATTENDING PHYSICIAN**

If the PATIENT named will be under continuous treatment for the stated condition, there will be no need to fill out an ATTENDING PHYSICIAN’S statement each time a bill is submitted. An itemized bill will be acceptable for processing. However, if the patient consults you for any other condition, a new ATTENDING PHYSICIAN’S statement will be necessary.

INCOMPLETE CLAIM FORMS WILL BE RETURNED FOR COMPLETION. ALSO, IF YOU OR YOUR IMMEDIATE FAMILY ARE COVERED BY ANY OTHER INSURANCE PROGRAMS, INCLUDING MEDICARE, THE “**OTHER HEALTH INSURANCE COVERAGE**” SECTION MUST BE COMPLETED EACH TIME YOU SUBMIT A CLAIM FORM OR YOUR FORM WILL BE RETURNED.