

## FILING YOUR MEDICARE CLAIM

Dr. Gorospe has chosen not to enroll in Medicare, and so Gorospe Health is not entitled to bill Medicare at all for the services we provide to you.

Our Medicare-eligible patients may, however, submit their own claim for Medicare reimbursement and will typically not lose Medicare benefits when they receive medical care for covered services from a physician who chooses not to enroll.

We are providing the following form, instructions and information for your convenience, but our office cannot assist you in filing the actual claim. A fill-able version of this form is also available on our website at [www.gorospehealth.com](http://www.gorospehealth.com).

***To file your claim, you will want to:***

- Follow carefully the detailed form instructions provided.
- Enter the address of your Medicare Carrier, found on the back of your Medicare card, in the block at the upper right of the form – and mail your claim to that address.
- Be sure to attach the itemized print-out that describes the services you received from us.
- Enter information about any other insurance you have in Section 5 of the form. Medicare will normally forward your claim to your secondary carrier.



**PATIENT'S REQUEST FOR MEDICAL PAYMENT**

**IMPORTANT – SEE OTHER SIDE FOR INSTRUCTIONS**

MY PHYSICIAN IS NOT ENROLLED IN MEDICARE

PLEASE TYPE OR PRINT INFORMATION

MEDICAL INSURANCE BENEFITS SOCIAL SECURITY ACT

NOTICE: Anyone who misrepresents or falsifies essential information requested by this form may upon conviction be subject to fine and imprisonment under Federal law. No Part B Medicare benefits may be paid unless this form is received as required by existing law and regulations (20 CFR 422.510).

1	Name of Beneficiary from Health Insurance Card (Last) (First) (Middle)		<b>SEND COMPLETED FORM TO:</b> Your Medicare Carrier If you need help, call 1-800-MEDICARE (1-800-633-4227)
	2	Claim Number from Health Insurance Card	
3	Patient's Mailing Address (City, State, Zip Code) Check here if this is a new address <input type="checkbox"/>		3b Telephone Number (Include Area Code) ( _ _ _ ) _ _ _ - _ _ _ _
	_____ (Street or P.O. Box – Include Apartment Number) _____ (City) (State) (Zip)		
4	Describe the illness or injury for which patient received treatment		4b Condition was related to: A. Patient's employment <input type="checkbox"/> Yes <input type="checkbox"/> No B. Accident <input type="checkbox"/> Auto <input type="checkbox"/> Other
			4c Was patient being treated with chronic dialysis or kidney transplant? <input type="checkbox"/> Yes <input type="checkbox"/> No
5	a. Are you employed and covered under an employee health plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
	b. Is your spouse employed and are you covered under your spouse's employee health plan?		
5	c. If you have any medical coverage other than Medicare, such as private insurance, employment related insurance, State Agency (Medicaid), or the VA, complete: Name and Address of other insurance, State Agency (Medicaid), or VA office		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
	Policyholder's Name: _____ Note: If you DO NOT want payment information on this claim released, put an (X) here <input type="checkbox"/>		
I AUTHORIZE ANY HOLDER OF MEDICAL OR OTHER INFORMATION ABOUT ME TO RELEASE TO THE SOCIAL SECURITY ADMINISTRATION AND CENTERS FOR MEDICARE & MEDICAID SERVICES OR ITS INTERMEDIARIES OR CARRIERS ANY INFORMATION NEEDED FOR THIS OR A RELATED MEDICARE CLAIM. I PERMIT A COPY OF THIS AUTHORIZATION TO BE USED IN PLACE OF THE ORIGINAL, AND REQUEST PAYMENT OF MEDICAL INSURANCE BENEFITS TO ME.			
6	Signature of Patient (If patient is unable to sign, see Block 6 on reverse)		6b Date signed
	_____ Policy or Medical Assistance No. _____		

**IMPORTANT  
ATTACH ITEMIZED BILLS FROM YOUR DOCTOR(S) OR SUPPLIER(S) TO THE BACK OF THIS FORM**

## HOW TO FILL OUT THIS MEDICARE FORM

Medicare will pay you directly when you complete this form and attach an itemized bill from your doctor or supplier. Your bill does not have to be paid before you submit this claim for payment, but you **MUST** attach an itemized bill in order for Medicare to process this claim. Mail your completed claim form to the Medicare Carrier responsible for processing your claim. If you do not know the address of your carrier, call 1-800-MEDICARE (1-800-633-4227).

### FOLLOW THESE INSTRUCTIONS CAREFULLY:

#### A. Completion of this form.

- Block 1. Print your name shown on your Medicare Card (Last Name, First Name, Middle Name).
- Block 2. Print your Health Insurance Claim Number including the letter at the end **exactly** as it is shown on your Medicare card. Check the appropriate box for the patient's sex.
- Block 3. Furnish your mailing address and include your telephone number in Block 3b.
- Block 4. Describe the illness or injury for which you received treatment. Check the appropriate box in Blocks 4b and 4c.
- Block 5a. Complete this Block if you are age 65 or older and enrolled in a health insurance plan where you are currently working.
- Block 5b. Complete this Block if you are age 65 or older and enrolled in a health insurance plan where your spouse is currently working.
- Block 5c. Complete this Block if you have any medical coverage other than Medicare. Be sure to provide the Policy or Medical Assistance Number. You may check the box provided if you do not wish payment information from this claim released to your other insurer.
- Block 6. Be sure to sign your name. If you cannot write your name, make an (X) mark. Then have a witness sign his or her name and address in **Block 6** too. If you are completing this form for another Medicare patient you should write (By) and sign your name and address in **Block 6**. You also should show your relationship to the patient and briefly explain why the patient cannot sign.
- Block 6b. Print the date you completed this form.

#### B. Each itemized bill MUST show all of the following information:

- Date of each service
- Place of each service

Doctor's Office	Independent Laboratory	Outpatient Hospital
Nursing Home	Patient's Home	Inpatient Hospital
- Description of each surgical or medical service or supply furnished.
- Charge for EACH service.
- Doctor's or supplier's name and address. Many times a bill will show the names of several doctors or suppliers. IT IS VERY IMPORTANT THE ONE WHO TREATED YOU BE IDENTIFIED. Simply circle his/her name on the bill.
- It is helpful if the diagnosis is also shown on the physician's bill. If not, be sure you have completed **Block 4** of this form.
- Mark out any services on the bill(s) you are attaching for which you have already filed a Medicare claim.
- If the patient is deceased, please contact your Social Security office for instructions on how to file a claim.
- Attach an Explanation of Medicare Benefits notice from the other insurer if you are also requesting Medicare payment.

## COLLECTION AND USE OF MEDICARE INFORMATION

We are authorized by the Centers for Medicare & Medicaid Services to ask you for information needed in the administration of the Medicare program. Authority to collect information is in section 205(a), 1872 and 1875 of the Social Security Act, as amended.

The information we obtain to complete your Medicare claim is used to identify you and to determine your eligibility. It is also used to decide if the services and supplies you received are covered by Medicare and to insure that proper payment is made.

The information may also be given to other providers of services, carriers, intermediaries, medical review boards, and other organizations as necessary to administer the Medicare program. For example, it may be necessary to disclose information to a hospital or doctor about the Medicare benefits you have used.

With one exception, which is discussed below, there are no penalties under Social Security law for refusing to supply information. However, failure to furnish information regarding the medical services rendered or the amount charged would prevent payment of the claim. Failure to furnish any other information, such as name or claim number, would delay payment of the claim.

It is mandatory that you tell us if you are being treated for a work related injury so we can determine whether worker's compensation will pay for the treatment. Section 1877(a)(3) of the Social Security Act provides criminal penalties for withholding this information.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0008. The time required to complete this information collection is estimated to average 16 minutes per response, including the time to review instructions, searching existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, Attn: PRA Reports Clearance Officer, 7500 Security Boulevard, Baltimore, Maryland 21244-1850.

**DO NOT MAIL COMPLETED CLAIM FORMS TO THIS ADDRESS.**