

**HEALTH CLAIM TRANSMITTAL**



**Employer Name**  
**Group (policy) Number**

**A. SUBSCRIBER/EMPLOYEE INFORMATION**

|                            |             |                       |   |
|----------------------------|-------------|-----------------------|---|
| Subscriber # or SSN: _____ |             | Phone #: (____) _____ |   |
| Last Name:                 | First Name: | MI:                   | Date of Birth: / /  |
| Home Address:              |             |                       | New Address: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| City:                      | State:      |                       | Zip Code:   |
| Spouse Last Name:          | First Name: | MI:                   | Spouse Date of Birth: / /   |

**B. PATIENT INFORMATION**

|  |                             |   |  |
|--|-----------------------------|---|--|
| Last Name:   | First Name:                 | MI:   | Date of Birth: / /                                 |
| Home Address:  |                             |   |  |
| City:  | State:                      |   | Zip Code:  |
| Sex: M <input type="checkbox"/> F <input type="checkbox"/> | Relationship to Subscriber: | Full Time Student: Yes <input type="checkbox"/> No <input type="checkbox"/> | School Name: _____<br>School Phone #: (____) _____ |

**C. ACCIDENT INFORMATION**

|   |   |                             |
|---|---|-----------------------------|
| Work Accident: Yes <input type="checkbox"/> No <input type="checkbox"/> | Auto Accident: Yes <input type="checkbox"/> No <input type="checkbox"/> | Date Accident Occurred: / / |
| How did the accident occur?   |   |                             |

**D. OTHER INSURANCE**

|   |                                  |
|---|----------------------------------|
| Is the patient covered by another insurance plan? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please complete the following: |                                  |
| Name of person carrying other insurance:  | Date of Birth: / /               |
| SSN: _____  | Name of Other Insurance Carrier: |
| Policy Number:  | Employer Name:                   |

**ANY PERSON WHO KNOWINGLY FILES A STATEMENT OF CLAIM CONTAINING ANY MISREPRESENTATION OR ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION MAY BE GUILTY OF A CRIMINAL ACT PUNISHABLE UNDER LAW AND MAY BE SUBJECT TO CIVIL PENALTIES.**

Subscriber Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**E. ASSIGNMENT OF BENEFITS**

Please sign below *only if you want UnitedHealthcare to pay benefits directly to the provider* of medical services.

Subscriber Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GUIDELINES FOR SUBMITTING CLAIMS TO UNITEDHEALTHCARE**

- Clip, do not staple, all bills to the completed form and mail them to UnitedHealthcare at the address listed on your ID card.
- Make sure all bills indicate a diagnosis code, procedure code, date of service and cost.
- Submit all claims to UnitedHealthcare in a timely manner.
- Be sure to notify your employer of all address changes.
- Please include your Subscriber # or SSN on all documents.