

SCHOOL/ORGANIZATION \_\_\_\_\_ GROUP NUMBER \_\_\_\_\_

Claim submitted with completed Claim Form is for:  Primary Insured  Spouse  Dependent  
 Select the type of claim you are filing for:  Medical Claim  Prescription Drug Claim

**PLEASE COMPLETE IN FULL TO ENSURE PROPER PROCESSING. A STUDENT HEALTH CLAIM FORM MUST BE COMPLETED FOR EACH CLAIM SUBMITTED. ATTACH ALL BILLS/CORRESPONDENCE IF YOUR PHYSICIAN IS NOT FILING THE CLAIM FOR YOU. IF CLAIM IS THE RESULT OF AN ACCIDENT, PLEASE FULLY COMPLETE THE ADDITIONAL INFORMATION SECTION OF THIS CLAIM FORM.**

**PRIMARY INSURED INFORMATION**

Insured's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Student/Policy ID \_\_\_\_\_ Gender (check one)  Male  Female  
 Phone Number \_\_\_\_\_  
 US Mailing Address \_\_\_\_\_  
 Street Name (Include Street Number or PO Box) City State Zip

**CLAIMANT INFORMATION**

Claimant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Gender (check one)  Male  Female  
 US Mailing Address \_\_\_\_\_  
 Street Name (Include Street Number or PO Box) City State Zip  
 Is this a disabled dependent? (check one)  Yes  No  
 \* Please provide Physician's Statement for proof of disability.

**ASSIGNMENT OF BENEFITS**

Indicate to whom payment is issued to:  
 Balance is due to the attending provider/pharmacy. Make payment to the address indicated on the billing statement  
 Balance is due to the patient/insured. Make payment to the claimant listed above.

**ADDITIONAL INFORMATION**

Is the patient covered by other insurance?  Yes  No  
 If yes, complete the following information:

Insured Name _____	Place, Date, and Description of Accident/Remarks: _____ _____ _____ _____
Insured Company Name _____	
Policy Number _____	
Policy Effective Date _____	

**AUTHORIZATION FOR RELEASE OF INFORMATION**  
**TO PHYSICIANS OR PRACTITIONERS, HOSPITALS, CLINICS, PHARMACISTS, INSURANCE COMPANIES, EMPLOYERS, AND OTHER PERSONS OR INSTITUTIONS.** This authorizes you to give WEB-TPA, or its authorized representative who is employed to assist in the evaluation of my claim, any information, date or records you may have regarding me, my employment or my condition (including records pertaining to psychiatric, drug or alcohol use history, and any disability I may have had). I understand that any information obtained pursuant to this authorization will be used to evaluate my claim and may be transferred to an agency or person employed by WEB-TPA. I understand I have the right to request a copy of this authorization and that a copy will be sent to me if requested. A photocopy of this authorization may be accepted as effective and valid as the original. By signing, this form, I submit my annual information review and initial claim authorization. I understand that claims submitted under this authorization will be processed subject to continued proof of eligibility and all plan provisions. I verify that the information on the entire form is correct.

Patient/Authorized Person's Signature \_\_\_\_\_ Date \_\_\_\_\_



## CLAIM FILING INSTRUCTIONS

ONCE THE STUDENT HEALTH CLAIM FORM HAS BEEN COMPLETED IN FULL YOU CAN SUBMIT YOUR CLAIM TO THE BELOW MAILING ADDRESS OR BY FAX TO THE NUMBER SHOWN BELOW. PLEASE CONTACT CUSTOMER SERVICE IF YOU HAVE ANY QUESTIONS REGARDING HOW TO FILE YOUR CLAIM.

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**Claim Mailing Address**

WebTPA  
P.O. Box 2415  
Grapevine, TX 76099-2415

**Claims Fax Number**

(469) 417-1969

**Customer Service Number**

WA: 206-909-8550

OR: 503-729-7447

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### Medical Claims

Each claim submission requires the itemized billing statement in order to be considered for payment. The required documentation must include:

- Claimant/Patient Name
- Claimant/Patient Date of Birth
- Provider Name, Address, Tax ID Number (Must include a listing of all physicians who provided services)
- Date of Service
- Diagnosis and Procedure Code(s)
- Amount of charges for each procedure

If the billing statement you received does not include this information, please contact the provider(s) and request the fully itemized billing form.

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### Prescription Drug Claims

Each claim submission requires the itemized prescription drug receipt in order to be considered for payment. The required documentation must include:

- Claimant/Patient Name
- Pharmacy Name
- Prescription Rx Number
- NDC code
- Date of service
- Dosage and/or quantity dispensed
- Prescribing physician name
- Amount of charges for each prescription

If the billing statement you received does not include this information, please contact the pharmacy and request the fully itemized receipt that provides this information.