

# Federal Employee Program OVERSEAS CLAIM FORM

	A. ENROLLMENT CODE IDENTIFICATION NUMBER
Please see the instructions on the reverse side of this form before completing PLEASE TYPE OR PRINT.	1 0 R
1. PATIENT B. PATIENT'S NAME (First, Middle Initial, Last)	C. PATIENT'S DATE OF BIRTH D. PATIENT'S SEX
INFORMATION	Month Day Year
E. NAME OF SUBSCRIBER OR POLICY HOLDER (First, Middle Initial, Last)	F. SUBSCRIBER'S DATE G. PATIENT'S RELATIONSHIP
	OF BIRTH TO SUBSCRIBER Month Day Year
	□ Self □ Spouse □ Child
If the patient's last name is different from the subscriber's, please attach a statement explaining the relationship	
H. SUBSCRIBER'S CURRENT MAILING ADDRESS (Street, City, State, and Country or ZIP Code)	
<b>2. OTHER HEALTH</b> <b>INSURANCE</b> Is the patient covered under other Health Insurance? If yes, complete items A through J below.	( ) Yes ( 🗙 ) No
A. Name and Address of Insuring Company	
B. Type of Policy ( ) Family ( ) Individual C. Effective Date Month Day Year D. Termination Date Month Day	Year E. Policy or Identification Number of Other Coverage
F. Type of Medical () Yes () No Coverage Dental () Yes () No     G. Name of Policy Holder	er H. Date of Birth
Mental Illness ( ) Yes ( ) No	
I. Employer of Policy Holder J. Employment Status () Active Employee () Retired Employee	
3. MEDICARE Complete this section regardless of the patient's age. If you are covered by a Medicare HMO/Prepaid Plan, please leave Sections A and B blank	
A. Medicare       () Yes       () No       C. Medicare HMO/       D. Medicare       F. End Stage Renal patients, please indicate         Part A       Effective Date       Prepaid Plan       ID #	
B. Medicare () Yes () No Part B Effective Date () Yes () No Effective Date Effective Date E. Is the Subscribe Effective Date Is the patient an Federal Employe	ee? ( ) Yes ( ) No active
4. DIAGNOSIS A. Describe illness, injury, or symptoms requiring C. Complete for care related to accidental injuries.	
	TIME OF ACCIDENT TIME OF ACCIDENT CATION ( ) at home ( ) auto ( ) other
B. Was patient's treatment due to a work-related accident or condition? ( ) Yes ( X ) No	
5. CHARGES Please list below those charges that you are claiming for benefits. Use a separate line for each type of service or provider and	
A. TYPE OF PROVIDER ALL ALL ALL ALL ALL ALL ALL ALL ALL AL	SCRIPTION OF D. DATES OF SERVICE E. SERVICE OR PURCHASE CHARGE
6. SIGNATURE       7. AUTHORIZATION FOR ASSIGNMENT OF BENEFITS         I certify the above is complete and correct and that I am claiming benefits       I, the undersigned, authorize and request CareFirst BlueCross BlueShield	
	o make payment for benefits due herein to:
care, to release to CareFirst BlueCross BlueShield, any medical information which they deem necessary to adjudicate this claim.	FIRSTMED-FMC KFT.
	Name of Provider
Signature of Subscriber or Patient Date	Signature of Subscriber or Spouse Date

### FEDERAL EMPLOYEE PROGRAM OVERSEAS CLAIM FORM

#### **GENERAL INFORMATION**

This Overseas Claim Form is to be used to submit a claim for benefits for covered services received outside the United States and Puerto Rico. Please complete a separate claim form for each patient and remember to file all claims by December 31 of the calendar year after the one in which the covered care or service was provided.

The Overseas Claim Form must be completed in full, and accompanied by fully itemized bills. If any bills or supporting information are written in a language other than English, please provide an English translation of those documents.

Since the claim cannot be returned, please be sure to keep photocopies of all bills and supporting documentation for your personal records.

#### **OVERSEAS CLAIM FORM INSTRUCTIONS**

Please complete all items on the claim form. If the information requested does not apply to the patient, indicate N/A (Not Applicable). Special care should be taken when completing the following items:

OTHER HEALTH INSURANCE – If the patient holds other insurance coverage, please complete items A through J as completely as
possible. It is especially important to indicate the name and address of the other insurance company and the policy or identification
number of that coverage, as well as the name and birth date of the person who holds that policy.

In addition, if the patient is someone other than the Subscriber and has received benefits from any other health insurance Plan held by reason of law or employment, the Explanation of Benefits Form furnished by the other carrier pertaining to these charges must be included with the claim. A clear photocopy of the other carrier's Explanation of Benefits Form is acceptable in place of the original document.

- MEDICARE Medicare benefits are not provided for services received in foreign countries. However, the calendar year deductible and coinsurance are waived for Federal Employee Program Subscribers who are also enrolled in Medicare Part B. Therefore, please complete item 3 regardless of the patient's age.
- 5. CHARGES Please list here the bills that are being included on this claim. Although itemized bills must also be submitted, your listing will enable us to process the claim more quickly and accurately. If additional space is needed for listing charges, please use a separate sheet of paper to list the following information.
  - A. TYPE OF PROVIDER for example: hospital, nurse, physician, dentist, pharmacy, physical therapist, etc.
  - B. NAME OF PROVIDER as indicated on the bill. Multiple bills from the same provider may be included on the same line, as long as they are for the same types of service.
  - C. DESCRIPTION OF SERVICE for example: hospital admission, office visit, dental care, x-ray, laboratory test, surgery, prescription drug, etc.
  - D. DATE OF SERVICE OR PURCHASE inclusive dates may be indicated for bills containing multiple dates of service.
  - E. CHARGE Bills must be itemized to show a separate charge for each service. If the bill has already been paid, please indicate the date it was paid.
- 6. SIGNATURE The Overseas Claim Form must be signed and dated by the Subscriber, spouse, or the patient.
- 7. AUTHORIZATION FOR ASSIGNMENT OF BENEFITS Complete item 7 if you prefer that benefits be paid directly to the provider of service.

#### **ITEMIZED BILL INFORMATION**

Each provider's original itemized bill must be attached and must contain:

- The letterhead indicating the name and address of the person or organization providing the service
- The full name of the patient receiving the service
- The date of each service
- A description of each service
- The charge for each service
- Drug and medicine bills prescribed for use outside the hospital must also show the generic name of the medicine, or the name under which it may be purchased in the United States.

## THIS COMPLETED CLAIM FORM, TOGETHER WITH ITEMIZED BILLS AND SUPPORTING DOCUMENTATION, SHOULD BE SUBMITTED TO:

CAREFIRST BLUECROSS BLUESHIELD 550 12TH STREET, S.W. WASHINGTON, D.C. 20065

Attention: FEP Overseas Claims Unit