



PO Box 660603 Dallas, Texas 75266-0603

Each item on this form needs to be completed.

This form should only be used if an approved network exception for behavioral health services is in place. Please print or type (black ink only).

Form sections 1 and 2: 1. Insured/Subscriber Name, Mailing Address, City and State, ZIP Code. 2. Group Number, Insured/Subscriber Identification Number, Patient's Full Name, Patient's Relationship to Insured.

Form section 3: Is patient covered under any other health benefits plan? Insurance Co., Address, Employer, Insured Name, Policy #, Effective Date of Coverage, Date of Birth of Insured, Relationship to Patient.

Form section 4: I certify and acknowledge that: [checkboxes for accuracy, eligibility, reimbursement conditions, travel necessity, return of benefit, and applicable law]. Signature of Insured, Date, Daytime Telephone Number.

| Estimated Total Expense | | Today's Date | Provider Name and Phone Number | | Service Date and Description |
|-------------------------|---|--|--------------------------------|-------------------|--|
| Date | Travel | | | | Lodging Facility (Name of Facility & Dollar Amount) |
| | Auto Mileage or Gas* (Number of Miles) | Plane, Train, Bus, Taxi, Tolls, Parking, etc. (Dollar Amount) | Meals | Companion(s) Name | |
| 5 | | | | | |
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| Totals | | \$ | \$ | | \$ |

SUBMIT THIS COMPLETED FORM WITH ITEMIZED BILLS AND RECEIPTS TO:

Blue Cross and Blue Shield of Illinois
PO Box 660603
Dallas, Texas 75266-0603

You can also submit a claim online by sending a secure message through Blue Access for MembersSM if Secure Messaging is available for your plan:

SUBMITTING A CLAIM

- Log in to Blue Access for Members with username and password
- Click on **Messages** on the top right-hand corner of the screen
- Select **New Messages** on the left-hand side of Message Center and a new message will appear
- In the **To** field drop down select Claims Submission Attachment
- In the **Plan** field select the plan for which you're submitting a claim
- In the **Subject** field type New Claim Submission
- In the **Message** field put any other information you want to include about your claim
- Click **Add Attachment** to attach this claim form and electronic copies of your receipts
- Click **Send** once everything has been completed

For ALL Travel and Lodging QUESTIONS, call the Customer Service number on the back of your insurance ID card.

HOW TO SUBMIT YOUR CLAIM:

- Make copies of this form as needed. Keep one for an original copy.
- A copy of this form must be completed and included with each request for reimbursement.
- Credit card receipts are not acceptable in absence of original receipts.
- Do not highlight or circle covered items or cross off non-covered items on receipts.
- Cleaning supplies, personal items and/or miscellaneous items ARE NOT covered.
- Keep a copy of the entire claim for your records.
- For a faster return on your claim, please include a printout of your appointments from the facility.

REMEMBER TO OBTAIN RECEIPTS. PAYMENT CANNOT BE PROCESSED WITHOUT ORIGINAL RECEIPTS. COMPLETION OF THIS FORM DOES NOT GUARANTEE PAYMENT.

(Please allow 6-8 weeks for your reimbursement.)

| | | |
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| 7 | Total amount for ALL covered services and supplies received. | \$ |
| Itemized bill(s) for covered expenses must be attached. | | |

* Ground transportation mileage will be reimbursed at the medical reimbursement rate (rates can be found at www.irs.gov).

Non-Discrimination Notice

Health Care Coverage Is Important For Everyone

We do not discriminate on the basis of race, color, national origin (including limited English knowledge and first language), age, disability, or sex (as understood in the applicable regulation). We provide people with disabilities with reasonable modifications and free communication aids to allow for effective communication with us. We also provide free language assistance services to people whose first language is not English.

To receive reasonable modifications, communication aids or language assistance free of charge, please call us at 855-710-6984.

If you believe we have failed to provide a service, or think we have discriminated in another way, you can file a grievance with:

Office of Civil Rights Coordinator
Attn: Office of Civil Rights Coordinator
300 E. Randolph St., 35th Floor
Chicago, IL 60601

Phone: 855-664-7270 (voicemail)
TTY/TDD: 855-661-6965
Fax: 855-661-6960
Email: civilrightscoordinator@bcbsil.com

You can file a grievance by mail, fax or email. If you need help filing a grievance, please call the toll-free phone number listed on the back of your ID card (TTY: 711).

You may file a civil rights complaint with the US Department of Health and Human Services, Office for Civil Rights, at:

US Dept of Health & Human Services
200 Independence Avenue SW
Room 509F, HHH Building
Washington, DC 20201

Phone: 800-368-1019
TTY/TDD: 800-537-7697
Complaint Portal:
ocrportal.hhs.gov/ocr/smartscreen/main.jsf
Complaint Forms:
hhs.gov/civil-rights/filing-a-complaint/index.html

This notice is available on our website at bcbsil.com/legal-and-privacy/non-discrimination-notice

ATTENTION: If you speak another language, free language assistance services are available to you. Appropriate auxiliary aids and services to provide information in accessible formats are also available free of charge. Call 855-710-6984 (TTY: 711) or speak to your provider.

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| Español Spanish | <p>ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. También están disponibles de forma gratuita ayuda y servicios auxiliares apropiados para proporcionar información en formatos accesibles. Llame al 855-710-6984 (TTY: 711) o hable con su proveedor.</p> |
| Arabic | <p>تنبيه: إذا كنت تتحدث اللغة العربية، فستتوفر لك خدمات المساعدة للغة العربية المجانية. كما تتوفر وسائل مساعدة وخدمات مناسبة لتوفير المعلومات بتنسيقات يمكن الوصول إليها مجانًا. اتصل على الرقم 855-710-6984 (TTY: 711) أو تحدث إلى مقدم الخدمة.</p> |



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| 中文 Chinese | 注意：如果您说中文，我们将免费为您提供语言协助服务。我们还免费提供适当的辅助工具和服务，以无障碍格式提供信息。致电 855-710-6984（文本电话：711）或咨询您的服务提供商。 |
| Français French | ATTENTION : Si vous parlez Français, des services d'assistance linguistique gratuits sont à votre disposition. Des aides et services auxiliaires appropriés pour fournir des informations dans des formats accessibles sont également disponibles gratuitement. Appelez le 855-710-6984 (TTY : 711) ou parlez à votre fournisseur. |
| Deutsch German | ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlose Sprachassistentendienste zur Verfügung. Entsprechende Hilfsmittel und Dienste zur Bereitstellung von Informationen in barrierefreien Formaten stehen ebenfalls kostenlos zur Verfügung. Rufen Sie 855-710-6984 (TTY: 711) an oder sprechen Sie mit Ihrem Provider. |
| ગુજરાતી Gujarati | ધ્યાન આપો: જો તમે ગુજરાતી બોલતા હો તો મફત ભાષાકીય સહાયતા સેવાઓ તમારા માટે ઉપલબ્ધ છે. યોગ્ય ઓફિસિયલ સહાય અને એક્સેસિબલ ફોર્મેટમાં માહિતી પૂરી પાડવા માટેની સેવાઓ પણ વિના મૂલ્યે ઉપલબ્ધ છે. 855-710-6984 (TTY: 711) પર કોલ કરો અથવા તમારા પ્રદાતા સાથે વાત કરો. |
| हिंदी Hindi | ध्यान दें: यदि आप हिंदी बोलते हैं, तो आपके लिए निःशुल्क भाषा सहायता सेवाएं उपलब्ध होती हैं। सुलभ प्रारूपों में जानकारी प्रदान करने के लिए उपयुक्त सहायक साधन और सेवाएँ भी निःशुल्क उपलब्ध हैं। 855-710-6984 (TTY: 711) पर कॉल करें या अपने प्रदाता से बात करें। |
| Italiano Italian | ATTENZIONE: se parli Italiano, sono disponibili servizi di assistenza linguistica gratuiti. Sono inoltre disponibili gratuitamente ausili e servizi ausiliari adeguati per fornire informazioni in formati accessibili. Chiama l'855-710-6984 (tty: 711) o parla con il tuo fornitore. |
| 한국어 Korean | 주의: 한국어 를 사용하시는 경우 무료 언어 지원 서비스를 이용하실 수 있습니다. 이용 가능한 형식으로 정보를 제공하는 적절한 보조 기구 및 서비스도 무료로 제공됩니다. 855-710-6984(TTY: 711)번으로 전화하거나 서비스 제공업체에 문의하십시오. |
| Diné Navajo | SHOOH: Diné bee yánilti'gogo, saad bee aná'awo' bee áka'anída'awo'ít'áá jik'eh ná hóíł. Bee ahil hane'go bee nida'anishi t'áá ákodaat'éhígíí dóó bee áka'anida'wo'í áko bee baa hane'í bee hadadilyaa bich'í' ahoot'ígíí éí t'áá jik'eh hóíł. Kohji' 855-710-6984 (TTY: 711) hodíilnih doodago nika'análwo'í bich'í' hanidziih. |
| Farsi فارسی | توجه: اگر فارسی صحبت می کنید، خدمات پشتیبانی زبانی رایگان در دسترس شما قرار دارد. همچنین کمکها و خدمات پشتیبانی مناسب برای ارائه اطلاعات در قالبهای قابل دسترس، بهطور رایگان موجود میباشند. با شماره 855-710-6984 (تله تایب: 711) تماس بگیرید یا با ارائه دهنده خود صحبت کنید. |
| Polski Polish | UWAGA: Osoby mówiące po polsku mogą skorzystać z bezpłatnej pomocy językowej. Dodatkowe pomoce i usługi zapewniające informacje w dostępnych formatach są również dostępne bezpłatnie. Zadzwoń pod numer 855-710-6984 (TTY: 711) lub porozmawiaj ze swoim dostawcą. |
| РУССКИЙ Russian | ВНИМАНИЕ: Если вы говорите на русский, вам доступны бесплатные услуги языковой поддержки. Соответствующие вспомогательные средства и услуги по предоставлению информации в доступных форматах также предоставляются бесплатно. Позвоните по телефону 855-710-6984 (TTY: 711) или обратитесь к своему поставщику услуг. |
| Tagalog Tagalog | PAALALA: Kung nagsasalita ka ng Tagalog, magagamit mo ang mga libreng serbisyong tulong sa wika. Magagamit din nang libre ang mga naaangkop na auxiliary na tulong at serbisyo upang magbigay ng impormasyon sa mga naa-access na format. Tumawag sa 855-710-6984 (TTY: 711) o makipag-usap sa iyong provider. |
| Urdu اردو | توجه دین: اگر آپ اردو بولتے ہیں، تو آپ کے لیے زبان کی مفت مدد کی خدمات دستیاب ہیں۔ قابل رسائی فارمیٹس میں معلومات فراہم کرنے کے لیے مناسب معاون امداد اور خدمات بھی مفت دستیاب ہیں۔ 855-710-6984 (TTY: 711) پر کال کریں یا اپنے فراہم کنندہ سے بات کریں۔ |
| Việt Vietnamese | LƯU Ý: Nếu bạn nói tiếng Việt, chúng tôi cung cấp miễn phí các dịch vụ hỗ trợ ngôn ngữ. Các hỗ trợ dịch vụ phù hợp để cung cấp thông tin theo các định dạng dễ tiếp cận cũng được cung cấp miễn phí. Vui lòng gọi theo số 855-710-6984 (Người khuyết tật: 711) hoặc trao đổi với người cung cấp dịch vụ của bạn. |