

**MAIL TO:**  
 Administrative Concepts, Inc.  
 P.O. Box 4000  
 Collegeville, PA 19426-9000  
 www.acitpa.com

# CLAIM FORM

**COMPLETE IN DETAIL TO ENSURE PROMPT HANDLING**

Any person who knowingly and with intent to injure, defraud, or deceive any insurance company or other person submits an insurance application or statement of claim containing any materially false, incomplete or misleading information may be committing a crime and may be subject to civil or criminal penalties.

Group Plan or Program: _____					
Policyholder		Policy Number		Certificate/I.D. Number	
Name of Insured Individual: _____					
Last Name		First Name		Middle Initial	
Present Address: _____					
No. and Street		City or Town		State	Zip Code Country
Home Address: _____					
No. and Street		City or Town		State	Zip Code Country
Telephone Number: _____		Date of Birth: _____		Male Female (Circle One)	
Date of Accident or Sickness: _____			Nature of Accident or Sickness: _____		
If accident, describe fully how and where accident occurred: _____					
If injured in play or practice of sport, indicate what sport: _____					
Is the insured covered under any other group plan, health maintenance organization, government plan, or insurance policy? Yes <input type="checkbox"/> No <input type="checkbox"/> Insurance Company: _____ Policy Number: _____					
Are you covered as a dependent under this policy? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Are you covered under your school's domestic student accident and sickness insurance plan? Yes <input type="checkbox"/> No <input type="checkbox"/> _____ <small>Name of School</small>					
INSURED OR PARENT MUST SIGN BELOW: _____			<b><u>INSURED OR PARENT MUST SIGN BELOW AUTHORIZING PAYMENT TO:</u></b> <input type="checkbox"/> Medical Provider <input type="checkbox"/> Third Party: Name: _____ Address: _____ Relationship to insured: _____		
Authorization: I hereby authorize release to Administrative Concepts, Inc., any and all information concerning advice, care or treatment provided to myself or any of my family which may be needed to process this claim.			<b>Authorization: I hereby authorize payment of medical benefits to the medical provider or third party identified on this form, for the service described.</b>		
<i>Administrative Concepts, Inc. does not share private health information except as required or permitted by law. We are committed to guarding the private information entrusted to us.</i>					
Insured's Signature: _____ Date: _____			Insured's Signature: _____ Date: _____		
<b>Physician or Provider Information (Please Attach Universal 1500 Form or Fill Out In Full Below)</b>					
Date of First Symptom of Illness or Injury: _____		Date First Consulted you for This Condition: _____		Has Patient Ever Had Same or Similar Symptoms? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Diagnosis _____		History of Illness or Injury _____			
Name of Referring Physician or Other Source: _____					
For Services Related to Hospitalization (Give Date) _____			Admitted: _____ Discharged: _____		
Name and Address of Facility Where Services Rendered: _____			Was Laboratory Work Performed Outside Your Office? Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Lab Charges: _____		
<b>Date of Service</b>	<b>Place of Service</b>	<b>CPT Code</b>	<b>Description of Service</b>	<b>ICD-9</b>	<b>Charge</b>
Will You Accept Assignment?: Yes <input type="checkbox"/> No <input type="checkbox"/>				Total Charges: _____	
Providers Signature _____		Date _____		Tel. #: _____	
Print Providers Name _____		Providers Address _____		Fax #: _____	
				Tax I.D. # _____	

# PART II

Please Print All Information

Have you been covered (as an insured or dependent) by any other hospital and/or medical plan for the past 12 months?

Yes  No

If yes, indicate the name and address of the company \_\_\_\_\_

Effective date of coverage: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Policy No. \_\_\_\_\_

Have you filed a claim with any other insurance company?  Yes  No

I hereby certify that the above information given by me in support of this claim is true and correct.

Patient's or Authorized Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

If Authorized Representative, Relationship to Patient \_\_\_\_\_

or Legal Designation \_\_\_\_\_

**Please complete the following if you are insured under the medical insurance plan of a parent or spouse.**

Mother's Name \_\_\_\_\_ Employer's Telephone # \_\_\_\_\_

Employer's Name and Address \_\_\_\_\_

Name and Address of Insurance Co. \_\_\_\_\_

\_\_\_\_\_ Policy No. \_\_\_\_\_

Father's Name \_\_\_\_\_ Employer's Telephone # \_\_\_\_\_

Employer's Name and Address \_\_\_\_\_

Name and Address of Insurance Co. \_\_\_\_\_

\_\_\_\_\_ Policy No. \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Employer's Telephone # \_\_\_\_\_

Employer's Name and Address \_\_\_\_\_

Name and Address of Insurance Co. \_\_\_\_\_

\_\_\_\_\_ Policy No. \_\_\_\_\_

The laws of some states require us to furnish you with the following notices:

**WARNING. Any person who knowingly:**

**Alaska:** and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.

**Arizona and Arkansas:** presents a false or fraudulent claim for payment of a loss or benefit is subject to criminal and civil penalties, or **specific to AR:** presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**California, Louisiana, New Mexico and Texas:** presents a false or fraudulent claim for the payment of a loss or benefit (or **specific to LA and TX:** who knowingly presents false information on an application for insurance) is guilty of a crime and may be subject to fines and confinement in state prison, (or **specific to NM:** to civil fines and criminal penalties.)

**Delaware:** and with intent to injure, defraud or deceive an insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

**Florida:** and with intent to injure, defraud, or deceive any insurance company files a statement of claim containing false, incomplete, or misleading information is guilty of a felony of the third degree.

**Idaho and Indiana:** and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information (for Idaho) is guilty of and (for Indiana) commits a felony.

**Kentucky, New York and Pennsylvania:** and with intent to defraud any insurance company or other person files an application for insurance, or files a statement of claim, containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime, **specific to PA:** subjects such person to criminal and civil penalties and **specific to NY:** shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

**New Jersey:** files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

**Ohio:** with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**Oklahoma:** and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**WARNING:**

**Colorado:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**District of Columbia, Tennessee and Virginia:** It is a crime to knowingly provide false, incomplete or misleading information to an insurer or insurance company for the purpose of defrauding the insurer or insurance company, (or **specific to DC:** any other person.) Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

**Hawaii:** Presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

**Maine:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

**Minnesota:** A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

**New Hampshire:** Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638.20.