

CLAIM FILING TIPS

WE WANT YOUR CLAIMS TO BE PAID ACCURATELY AND TIMELY. USING THE FOLLOWING TIPS WILL HELP US GIVE YOU BETTER SERVICE.

DOs

- Answer all the appropriate questions and sign the claim form.
- Always send your claim form and an itemized statement of charge which includes:
 1. Student name
 2. Patient name
 3. Provider name & Provider Tax ID number
 4. Dates of service
 5. Diagnosis (preferably with code number)
 6. Types of service (preferably with code number)
 7. Charges for each type of service
- Try to batch your claim submissions (send several itemized bills at one time). This will help us keep costs down.
- **If you have other insurance coverage**, please remember to submit the claim to the **other insurance plan first**. (Refer to your health benefit booklet, "Excess" Benefits Plan). When you receive the "explanation of benefits" statement back from the other plan, submit the claim to WPAS, include a copy of the bill and a copy of the other plan's EOB (explanation of benefits) statement.

Exception: The Claims Office will internally coordinate the processing of a claim, if both plans are administered by WPAS.

Mail Claims to:

UW/WPAS Claims Office
PO Box 34600
Seattle, WA 98124-1600
1 (866) 535-8503
or (206) 374-9439
Fax (206) 441-9110

DON'Ts

- Never send a "balance forward bill" to the Claims Office.
- Make certain you know who is going to file your claim. Do not submit a claim yourself, if your health care provider tells you they will submit the claim for you. Duplicate claim filing adds to the administrative expense of operating our plan.