

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 UW claim form and a provider completed Health Insurance Claim Form #1500 which includes:
 1. Student name
 2. Patient name
 3. Provider name & Provider Tax ID number
 4. Date(s) of service
 5. Diagnosis code
 6. Procedure code
 7. Charges for each procedure code
- Try to batch your claim submissions (send several Health Insurance Claim forms at one time). This helps to keep costs down.
- **If you have other insurance coverage**, please remember to submit the claim to the **other insurance plan first**. (Refer to your Insurance Plan section: "Excess Provision". When you receive the "Explanation of Benefits" statement from the other insurance plan showing the total amount paid, then you should submit the claim to WPAS, include with a copy of the Health Insurance Claim form 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

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 on your behalf. Duplicate claim filing adds to the administrative expense of operating our plan.