



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).

1	Insured/Subscriber Name (Last, First, Middle Initial)	
	Mailing Address	
	City and State	ZIP Code
2	Group Number	Insured/Subscriber Identification Number (from ID card)
	Patient's Full Name (Last, First, Middle)	
Patient's Relationship to Insured <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other (explain) _____		

Is patient covered under any other health benefits plan? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Insurance Co. _____	Month	Day	Year
Address _____	Effective Date of Coverage _____ / _____ / _____		
Employer _____	Date of Birth of Insured _____ / _____ / _____		
Insured Name _____	Relationship to Patient _____		
Policy # _____	If the other coverage is primary, attach the other insurance company's Explanation of Benefits.		

4	I certify and acknowledge that:		
	<input type="checkbox"/> I am responsible for the accuracy of this form. The information I have stated in and submitted with this form is complete and accurate.		
	<input type="checkbox"/> The member named above is eligible for coverage of benefits under the plan.		
	<input type="checkbox"/> Reimbursement will be paid only in connection with covered behavioral health services for which the member received a network exception to receive out-of-network.		
	<input type="checkbox"/> The claim is for reimbursement of travel that was needed to access behavioral health services for which the member received a network exception.		
	<input type="checkbox"/> The member in fact received the services for which the travel was required.		
	<input type="checkbox"/> If any of the above statements are later determined to be not true, the member shall be required to return any reimbursement benefit paid in connection with this claim.		
	<input type="checkbox"/> Reimbursement on this claim is subject to applicable law. Reimbursement is subject to the service, travel, and reimbursement being in accordance with all applicable laws or regulations.		
	Signature of Insured		Date

5	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	
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.)

Total amount for ALL covered services and supplies received.

\$

Itemized bill(s) for covered expenses must be attached.



BlueCross BlueShield of Illinois

Health care coverage is important for everyone.

We provide free communication aids and services for anyone with a disability or who needs language assistance.
We do not discriminate on the basis of race, color, national origin, sex, gender identity, age or disability.

To receive language or communication 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, contact us to file a grievance.

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

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

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

U.S. Dept. of Health & Human Services
200 Independence Avenue SW
Room 509F, HHH Building 1019
Washington, DC 20201

Phone: 800-368-1019
TTY/TDD: 800-537-7697
Complaint Portal: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>
Complaint Forms: <http://www.hhs.gov/ocr/office/file/index.html>



If you, or someone you are helping, have questions, you have the right to get help and information in your language at no cost. To talk to an interpreter, call 855-710-6984.

العربية Arabic	إن كان لديك أو لدى شخص تساعدك أسلة، فلديك الحق في الحصول على المساعدة والمعلومات الضرورية بلغتك من دون أية تكلفة. للتحدث مع مترجم فوري، اتصل على الرقم 855-710-6984.
繁體中文 Chinese	如果您, 或您正在協助的對象, 對此有疑問, 您有權利免費以您的母語獲得幫助和訊息。 洽詢一位翻譯員, 請撥電話 號碼 855-710-6984。
Français French	Si vous, ou quelqu'un que vous êtes en train d'aider, avez des questions, vous avez le droit d'obtenir de l'aide et l'information dans votre langue à aucun coût. Pour parler à un interprète,appelez 855-710-6984.
Deutsch German	Falls Sie oder jemand, dem Sie helfen, Fragen haben, haben Sie das Recht, kostenlose Hilfe und Informationen in Ihrer Sprache zu erhalten. Um mit einem Dolmetscher zu sprechen, rufen Sie bitte die Nummer 855-710-6984 an.
Ελληνικά Greek	Εάν εσείς ή κάποιος που βοηθάτε έχετε ερωτήσεις, έχετε το δικαίωμα να λάβετε βοήθεια και πληροφορίες στη γλώσσα σας χωρίς χρέωση. Για να μιλήσετε σε έναν διερμηνέα, καλέστε 855-710-6984.
ગુજરાતી Gujarati	જો તમને અથવા તમે મદદ કરો રહ્યા હોય એવા કોઈ બાજુ વ્યક્તને એસ.બી.એમ. કાયેકમ બાબતે પ્રશ્નો હોય, તો તમને વિના ખર્ચે, તમારી ભાષામાં મદદ અને માહિતી મેળવવાનો હક્ક છે. દુભાષિયા સાથે વાત કરવા માટે આ નંબર 855-710-6984 પર કોલ કરો.
हिंदी Hindi	यदि आपके, या आप जेसको सहायता कर रहे हैं उसके, प्रश्न हैं, तो आपको अपनी भाषा में निःशल्क सहायता और जानकारी प्राप्त करने का अधिकार है। किसी अनुवादक से बात करने के लिए 855-710-6984 पर काल करें।
Italiano Italian	Se tu o qualcuno che stai aiutando avete domande, hai il diritto di ottenere aiuto e informazioni nella tua lingua gratuitamente. Per parlare con un interprete, puoi chiamare il numero 855-710-6984.
한국어 Korean	만약 귀하 또는 귀하가 돕는 사람이 질문이 있다면 귀하는 무료로 그러한 도움과 정보를 귀하의 언어로 받을 수 있는 권리가 있습니다. 통역사가 필요하시면 855-710-6984로 전화하십시오.
Diné Navajo	T'áá ni, éí doodago ła'da bíká anánílwo'ígíí, na'ídílkidgo, ts'ídá bee ná ahóóti'i' t'áá níík' e níká a'doolwoł dóó bína'ídílkidígíí bee nił h odoonih. Ata'dahalne'ígíí bich'í' hodíílnih kwe'é 855-710-6984.
Polski Polish	Jeśli Ty lub osoba, której pomagasz, macie jakiekolwiek pytania, macie prawo do uzyskania bezpłatnej informacji i pomocy we własnym języku. Aby porozmawiać z tłumaczem, zadzwoń pod numer 855-710-6984.
Русский Russian	Если у вас или человека, которому вы помогаете, возникли вопросы, у вас есть право на бесплатную помощь и информацию, предоставленную на вашем языке. Чтобы связаться с переводчиком, позвоните по телефону 855-710-6984.
Español Spanish	Si usted o alguien a quien usted está ayudando tiene preguntas, tiene derecho a obtener ayuda e información en su idioma sin costo alguno. Para hablar con un intérprete, llame al 855-710-6984.
Tagalog Tagalog	Kung ikaw, o ang isang taong iyong tinutulungan ay may mga tanong, may karapatán kang makakuha ng tulong at impormasyon sa iyong wika nang walang bayad. Upang makipag-usap sa isang tagasalin-wika, tumawag sa 855-710-6984.
اردو Urdu	اگر آپ کو، یا کسی ایسے فرد کو جس کی آپ مدد کر رہے ہیں، کوئی سوال درپیش ہے تو، آپ کو اپنی زبان میں مفت مدد اور معلومات حاصل کرنے کا حق ہے۔ مترجم سے بات کرنے کے لیے، 855-710-6984 پر کال کریں۔
Tiếng Việt Vietnamese	Nếu quý vị, hoặc người mà quý vị giúp đỡ, có câu hỏi, thì quý vị có quyền được giúp đỡ và nhận thông tin bằng ngôn ngữ của mình miễn phí. Để nói chuyện với một thông dịch viên, gọi 855-710-6984.