LARIMER COUNTY

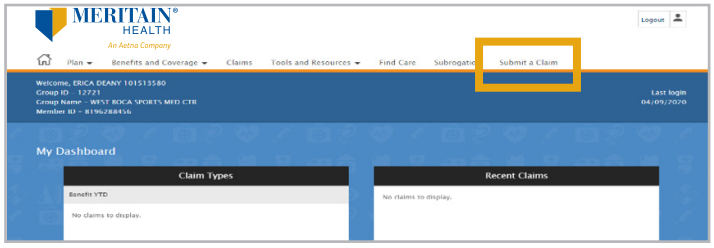
How to Submit a Claim

What you'll need to submit a claim

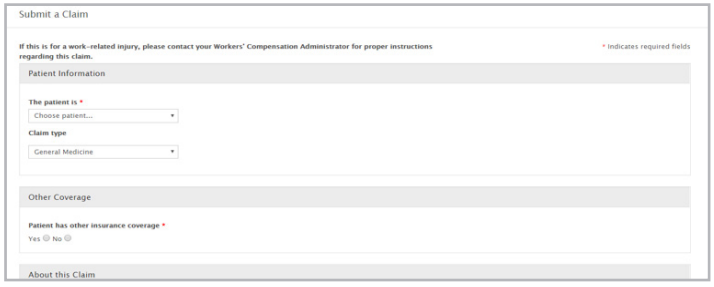
- Patient's information
- Provider's information including name, address where services were provided and Tax Identification Number (TIN)
- Detailed invoice including CPT code or description of services and diagnosis code

How to submit a claim online

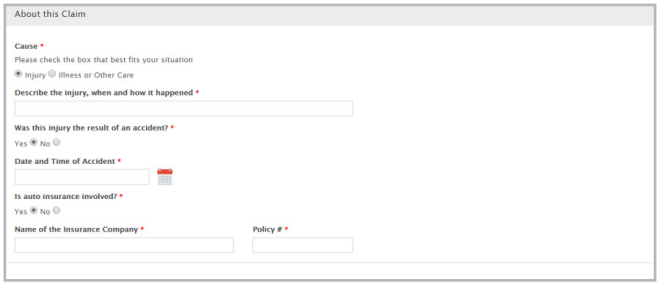
1. After logging in to your Meritain Health® account, click on the *Submit a Claim* link at the top of the page. Claims can be submitted for any covered member.



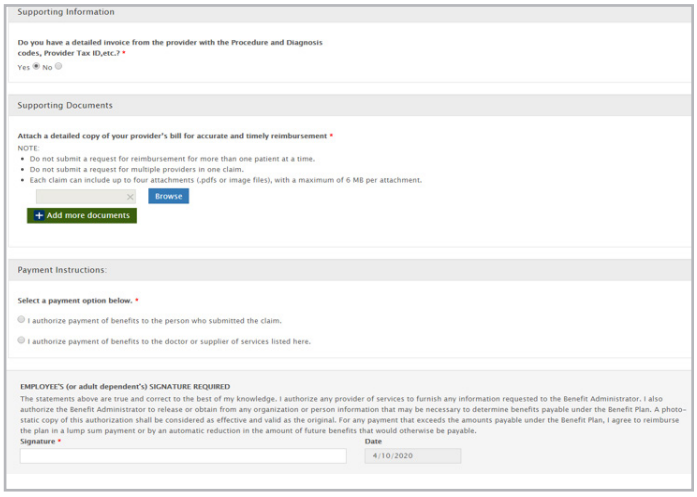
2. Select *General Medicine* under the *Claim Type* drop-down. Select *Illness or Other Care* or *Injury*, depending on your claim. You will be guided to answer additional questions in order to complete the claim.



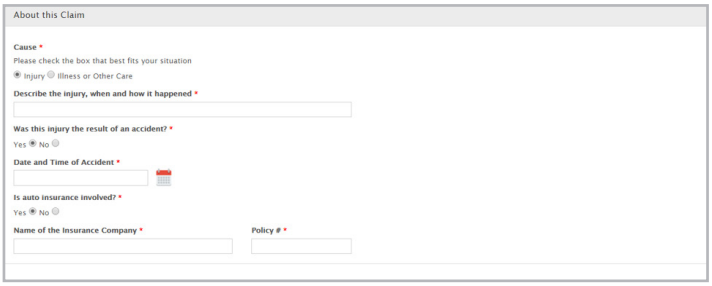
3. Next, you'll be asked to enter information about your provider.
   - If you click *Yes* for a detailed invoice, there will be no additional questions and you'll be instructed to add the required documents. You can take a picture of your documentation and attach it.
   - If you click *No* for a detailed invoice, you'll then be guided through additional required questions, starting with hospitalization.
   - You can then electronically sign and submit the claim.



4. If there is no detailed invoice from the provider, you must complete the A*dditional Information Page* to submit the claim.
   - Additional information includes diagnosis code, procedure code, service date, place of service and charges.



5. Lastly, you'll specify who will receive payment—you or the provider. If you select the provider, you'll need to provide the name and Tax Identification Number (TIN) of the provider to receive payment.
   - If selecting *Pay To Member*, proof of payment will need to be submitted as part of your documentation.



Questions? Just give us a call at the number on the back of your ID card.

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