

CATASTROPHE MAJOR MEDICAL (CMM) CLAIM FORM INSTRUCTIONS

1. When to use this claim form?

This form is to be used for claim submission under the NYSUT Member Benefits CMM Insurance Trust-sponsored CMM Plan for policy numbers CMMI-003 and CMMI-004. A completed claim form is required with the first claim submission each calendar year however, if any personal or insurance information changes, please submit updated information via a new claim form. HealthSmart reserves the right to request another completed claim form if necessary.

2. Who should use this form?

This form is for participants filing claims with benefit period effective dates of January 1, 2018 and beyond. If your benefit period effective date is prior to January 1, 2018, you must continue to submit your claims to Mercer Consumer until your benefit period ends.

3. What information is needed for claim submission?

1. An Explanation of Benefits (EOB) from all other insurance carriers you have;
2. An itemized statement from your service provider; and
3. Proof of payment for individual claims over \$750.00.

For **prescription drug claims**, you will need to include a pharmacy receipt and prescription details provided by the pharmacy.

When first initiating a **home health care or nursing home/convalescent care facility claim**, refer to the CMM Claim Reference Guide for further information. The Guide is available at healthsmart.com/nysut or by calling HealthSmart toll-free at 844-552-7805.

4. Do I need to sign the attached HIPAA Authorization form?

Yes. By signing this authorization, you will allow HealthSmart Benefit Solutions, the Administrator, to obtain additional information if necessary. Failure to provide the authorization may delay processing.

5. Where should I send my completed claim form and supporting documentation?

HealthSmart Benefit Solutions, Inc
PO Box 1014, Charleston, WV 25324-1014
Fax: 806-473-2535

Online claim filing is also available at healthsmart.com/nysut under "Forms and Documents," & then "File a Claim."

IMPORTANT: Claims must be filed within two (2) years of incurring the claim expense. All submissions after that time will be declined.

6. What if I have questions?

Contact HealthSmart Benefit Solutions' customer service team at 844-552-7805 or visit healthsmart.com/nysut. You can also refer to the CMM Claim Reference Guide for further information, which is available by calling HealthSmart or downloading it at healthsmart.com/nysut.



IMPORTANT
Have you submitted claims to Mercer Consumer for an ongoing benefit period or in an attempt to reach a deductible?

YES

 NO

If the answer is Yes, send your claims to Mercer Consumer at:
Mercer Consumer:
 PO Box 10362, Des Moines, IA 50306-0362
 888-386-9788

PARTICIPANT & PATIENT INFORMATION SECTION

Name of Participant (first, middle initial, last) (Please Print)			NYSUT ID #		Policy #(check one) <input type="checkbox"/> CMMI-003 <input type="checkbox"/> CMMI-004	
Participant's Address, Street & No.			City		State	Zip
Married <input type="checkbox"/>	Divorced <input type="checkbox"/>	Date of Birth	Male <input type="checkbox"/>	Home Phone	Daytime Phone	
Single <input type="checkbox"/>	Other <input type="checkbox"/>		Female <input type="checkbox"/>			
Patient's Name for whom claim is being made (first, middle initial, last)					Patient's relationship to Participant	
Patient's Address, Street & No			<input type="checkbox"/> Same as Participant	City	State	Zip
Patient's Gender Male <input type="checkbox"/> Female <input type="checkbox"/>		Patient's Date of Birth	Married <input type="checkbox"/> Single <input type="checkbox"/>		Is Patient employed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the patient eligible for coverage under an employer-sponsored health plan? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Diagnosis or nature of illness or injury						
If related to an injury, how, when and where did the injury occur?						

Patient's other insurance: Please indicate the patient's other health insurance coverage(s) by checking "yes" and providing the policy number if the patient has coverage under any of the following plans.

AARP	Yes <input type="checkbox"/>	Policy #
BlueCross	Yes <input type="checkbox"/>	Policy #
GHI	Yes <input type="checkbox"/>	Policy #
Emblem	Yes <input type="checkbox"/>	Policy #
Medicaid	Yes <input type="checkbox"/>	Policy #
Medicare	Yes <input type="checkbox"/>	Policy #
S.H.I.P.	Yes <input type="checkbox"/>	Policy #
United Healthcare	Yes <input type="checkbox"/>	Policy #



Please list all other coverages the patient may have including prescription drug and long-term care policies.
If space is not adequate, use separate page.

Insurance Company Name _____

Address _____

Policy # _____

Insurance Company Name _____

Address _____

Policy # _____

CLAIM INFORMATION

You may be submitting claims for which you are satisfying your annual out-of-pocket deductible, seeking reimbursement or attempting to reach home health care, or convalescent care waiting periods. For each claim submitted you must provide an EOB, itemized statement and proof of payment for individual claims over \$750, as applicable. This list is not all inclusive.

IMPORTANT NOTICE: It is unlawful for any person to knowingly, and with intent to defraud, present or cause to be presented, or prepare with the knowledge and belief that it will be presented to a self-insurer, a claim for payment, containing any materially false information concerning any material fact related to such claim, or to conceal, for the purpose of misleading, information concerning any material fact related to such claim (collectively, "Unlawful Acts"). Such Unlawful Acts may also lead to a denial of benefits from this Plan.

Participant Signature

Date

Mail or Fax claims along with your documentation to:

HealthSmart Benefit Solutions
PO BOX 1014
Charleston, WV 25324-1014
Fax- 806-473-2535

For questions call HealthSmart at:
844-552-7805

Online claim filing is also available at healthsmart.com/nysut.

Note - Submitting your claims to the incorrect Administrator may result in a denied claim that may need to be resubmitted to Mercer Consumer.

DON'T FORGET

- Sign and date the claim form;
- A completed claim form is required with the first claim submission each calendar year and when any personal or insurance information changes; and
- Submit this form with a copy of the documents needed for your claim and proof of payment for individual claims over \$750.00.



**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY
ACT ("HIPAA") AUTHORIZATION TO OBTAIN AND DISCLOSE INFORMATION**

Patient's Name	Date of Birth	NYSUT ID #
----------------	---------------	------------

I hereby authorize all of the people and organizations listed below to give NYSUT Member Benefits Catastrophe Major Medical Insurance Trust ("Trust"), and their authorized representatives, including its administrator, HealthSmart Benefit Solutions, Inc., as well as other agents and insurance support organizations, (collectively, the "Recipients"), the following information:

- Any and all information relating to my health (except psychotherapy notes) and my insurance policies and claims, including, but not limited to, information relating to any medical consultations, treatments, or surgeries; hospital confinements for physical and mental conditions; use of drugs or alcohol; and communicable diseases including HIV or AIDS.

I hereby authorize each of the following entities to provide the information outlined above:

- Any physician or medical practitioner;
- Any hospital, clinic or other health care facility;
- Any insurance or reinsurance company;
- Any consumer reporting agency or insurance support organization;
- Any consumer reporting agency or insurance support organization;
- The Medical Information Bureau (MIB).

I understand that the information obtained will be used by the Recipients to:

- Determine my eligibility for benefits under and/or the contestability of an insurance policy; and
- Detect health care fraud or abuse or for compliance activities, which may include disclosure to MIB and participation in MIB's fraud prevention or fraud detection programs.

I hereby acknowledge that the Recipients listed above are subject to federal privacy regulations. I understand that information released to the Recipients will be used and disclosed as described in the Trust's HIPAA Privacy Notice, but that upon disclosure to any person or organization that is not a health plan or health care provider, the information may no longer be protected by federal privacy regulations.

I may revoke this authorization at any time, except to the extent that action has been taken in reliance on this authorization or other law allows the Recipients to contest a claim under the policy or to contest the policy itself, by sending a written request to: HealthSmart Benefit Solutions, Inc., PO Box 1014, Charleston, WV 25324-1014. I understand that my revocation of this authorization will not affect uses and disclosure of my health information by the Recipients for purposes of claims administration and other matters associated with my claim for benefits under insurance coverage and the administration of any such policy.

I understand that the signing of this authorization is voluntary; however, if I do not sign the authorization, the Recipients may not be able to obtain the medical information necessary to consider my claim for benefits.

This authorization will be valid for 24 months or the duration of any claim for benefits under my insurance coverage, whichever is later. A copy of this authorization will be as valid as the original. I understand that I am entitled to receive a copy of this authorization.

Signature of Claimant or Claimant's Personal Representative

Date

Description of Authority of Personal Representative (if applicable)