

Here is the information that needs to be completed in order for a claim to be reported for the NSA. Make sure that all of the steps are followed or **THE CLAIM CANNOT BE REPORTED!!!**

PLEASE READ THE FOLLOWING INFORMATION THOROUGHLY BEFORE FILLING OUT THE FORMS.

- ◆ Please note that there are **THREE (3)** pages to the claim form and they must **ALL** be completed.
- ◆ Make sure that these forms are filled out **COMPLETELY AND HAVE ALL THE CORRECT INFORMATION** or they will be sent back to us and then to you, therefore, they will not be filed in a timely manner.
- ◆ Also, please make sure that an Organization Official and/or Coach has signed and left a number where he/she can be reached in the appropriate section.

Please send the **CLAIM FORMS** to the following address:

Thilman & Filippini
ATTN: Kimberli Imig
One East Wacker Drive
Chicago, IL 60601

OR

You may also fax **CLAIM FORMS** to the attention of **Kimberli Imig** at **312-527-9509**.

Once again **PLEASE** make sure that all information is filled out correctly and thoroughly or it will hinder the claims process.

BEFORE you send or fax any bill information to Thilman & Filippini, **PLEASE READ THE FOLLOWING INFORMATION THOROUGHLY.**

ALL BILLS MUST HAVE THE FOLLOWING INFORMATION BEFORE THEY CAN BE PROCESSED:

- ◆ **An Explanation of Benefits (EOB)** from your primary insurance carrier. This is an explanation of what they have paid and what is still outstanding. **THIS FORM IS NECESSARY IN ORDER FOR A CLAIM TO BE PAID.** If you send this in initially, it will not delay the process.
- ◆ **ALL** bills must be on one of two different **standardized forms**. For **ALL** services rendered **PLEASE** make sure that you send in the standardized form. There are two different forms; the HCFA 1500 or the UB 92. If you request your provider to bill you on one of these forms for insurance purposes, the provider will know which one to use.
- ◆ **ITEMIZED STATEMENTS WILL NOT BE PAID! ALL BILLS MUST BE ON STANDARDIZED HCFA 1500 FORM, OR UB 92 FORM.**

If you have any further questions while filling out the above papers or at any other time, please contact Kimberli at **312-527-7034** by phone or **312-527-9509** by fax.