

STUDENT SEEKING MEDICAL SERVICES INSURANCE INFORMATION SHEET

INFORMATION REQUESTED	INFORMATION GIVEN	REASONS FOR INFORMATION
INSURED PERSON'S FULL NAME		The person who has the insurance
RELATIONSHIP TO PATIENT		Must know how this person is related to the patient
DATE OF BIRTH		This is a verification check that the insurance uses to make sure we have the correct insured person
SOCIAL SECURITY NUMBER		This is a verification check that the insurance uses to make sure we have the correct insured person
PLACE OF EMPLOYMENT		Most insurances are through the insured person's work and may not be on the insurance card
MAIN PHONE NUMBER AT WORK		If there is any problem with the insurance paying we can contact the human resource department to make sure the insurance has not changed for that employer
HOME ADDRESS OF INSURED IF DIFFERENT FROM PATIENT		
ADDRESS		If the insurance requests any information from insured such as signing a specific claim form
CITY, STATE ZIP CODE		
HOME PHONE NUMBER OF INSURED		Since the medical facility bills the insurance company as a courtesy to the patient any questions or extra follow-up needed is expedited with a phone call
INSURANCE NAME		This is usually on the front of the insurance card. May not be the company that actually processes the claims
POLICY NUMBER		Under the HIPAA law insurance cards are slowly replacing the social security number with a policy number to bill the insurance claims
GROUP NUMBER		The group number is a way for the insurance company to distinguish the type of benefits available as well as a verification tool on the insurance form
VERIFICATION/BENEFITS PHONE NUMBER		This phone number is generally a toll-free number and is used to verify that the insurance is still in effect and what the benefits are for the patient.
PRECERTIFICATION PHONE NUMBER		This phone number is also usually a toll-free phone number and is used to get permission from the insurance to perform certain services.
CLAIMS ADDRESS:		
Name of Insurance Company		The Claims address is usually on the back of the insurance card. The name of the company that processes the insurance claim may not be the same as the company who issued the policy.
Address		The correct billing address is very important especially for those providers who do not send claims electronically
City, State Zip Code		