



## Medicare

Beneficiary Services: 1-800-MEDICARE (1-800-633-4227)  
TTY/ TDD: 1-877-486-2048

Thank you for your recent request for the Patient's Request for Medical Payment form (CMS 1490S). Enclosed is the form, instructions for completing it, and where to return the form for processing.

Please send the completed claim form, your itemized bill, and any supporting documents to the Medicare contractor and explain in detail your reason for submitting the claim. You should mail the original claim form and make copies for your records. Please allow at least 60 days for Medicare to receive and process your request.

If you have any other questions, please feel free to call us at 1-800-MEDICARE (1-800-633-4227).

Sincerely,

Centers for Medicare and Medicaid Services



# Medicare

Beneficiary Services: 1-800-MEDICARE (1-800-633-4227)

## **HOW TO FILL OUT YOUR MEDICARE CLAIM FORM**

**Medicare will consider payment to you directly when you complete this form and attach an itemized bill from your Medicare enrolled supplier.**

**Your bill does not have to be paid before you submit the claim form, but you MUST attach an itemized bill in order for Medicare to process your claim for consideration.**

### **FOLLOW THESE INSTRUCTIONS CAREFULLY:**

- BLOCK 1: Print your name shown on your Medicare Card (Last Name, First Name, Middle Name).
- BLOCK 2: Print your Medicare number including the letter(s) located either at the beginning or the end of your Medicare Number exactly as it is shown on your Medicare Card. In the same block, please check the appropriate box for **Patient's Sex**.
- BLOCK 3: Please provide your full mailing address.
- BLOCK 3B: Please provide your telephone number including area code.
- BLOCK 4: Describe the medical condition for which you are being treated.
- BLOCKS 4B and 4C: Please check the appropriate boxes
- BLOCK 5A: If you are 65 or older, employed, and enrolled in a health insurance plan under your employer, complete this block.
- BLOCK 5B: If you are 65 or older and covered under a health insurance plan under your spouse's employer, complete this block.

- BLOCK 5C: If you have any other medical coverage other than Medicare, provide the Policy or Medical Assistance Number.
- Please check the box provided if you do not want payment information from this claim release to another insurer.
- BLOCK 6: Be sure to sign your name. If you cannot sign your name, make an "X" mark and have a witness sign his or her name in Block 6 also.  
**If you are completing this form for another Medicare beneficiary, you should write "By" and sign your name and provide your address in Block 6. You should also show your relationship to the beneficiary and briefly explain why the beneficiary can not sign.**
  - BLOCK 6B: Please print the date you completed this claim form.

**Use the following address table to ensure the correct address will be provided on the claim.**

<b>If you live in:</b>	<b>Return your form to:</b>
Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont	NHIC, Corp PO Box 9180 Hingham, MA 02043-9180
Illinois, Indiana, Kentucky, Michigan, Minnesota, Ohio, Wisconsin	National Government Services P.O. Box 7031 Indianapolis, IN 46207-7031
Alabama, Arkansas, Colorado, Florida, Georgia, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, U.S. Virgin Islands, Virginia, West Virginia	CIGNA Government Services PO Box 20010 Nashville, TN 37202-0010
Alaska, American Samoa, Arizona, California, Guam, Hawaii, Idaho, Iowa, Kansas, Missouri, Montana, Nebraska, Nevada, North Dakota, Northern Mariana Islands, Oregon, South Dakota, Utah, Washington, Wyoming	Noridian Administrative Services PO Box 6727 Fargo, ND 58108-6727

## INFORMATION THAT SHOULD BE INCLUDED ON ITEMIZED BILL:

- Date of each service or supply received
- Description of each medical service or supply furnished
- Amount Charged for each service received
- The name and address of the company who provided the services. The company's Medicare supplier number *must* be included (the company can give you this information).
- Mark out any services or supplies on the itemized bill which do not apply.
- If you send in a prescription for a medical supply or service, make sure the diagnosis code is listed on the prescription. Your physician will have this information.
- If you are filing this claim on behalf of a deceased beneficiary, please contact your local Social Security office for any additional information necessary to send to Medicare for processing of the claim.
- If you are covered under an insurance that pays before Medicare, attach an Explanation of Benefits from that insurance company if you are also requesting Medicare payment.



**PATIENT'S REQUEST FOR MEDICAL PAYMENT**

**IMPORTANT – SEE OTHER SIDE FOR INSTRUCTIONS**

PLEASE TYPE OR PRINT INFORMATION

MEDICAL INSURANCE BENEFITS SOCIAL SECURITY ACT

NOTICE: Anyone who misrepresents or falsifies essential information requested by this form may upon conviction be subject to fine and imprisonment under Federal law. No Part B Medicare benefits may be paid unless this form is received as required by existing law and regulations (20 CFR 422.510).

1	Name of Beneficiary from Health Insurance Card (Last) (First) (Middle)		<b>SEND COMPLETED FORM TO:</b> Your Medicare Carrier If you need help, call 1-800-MEDICARE (1-800-633-4227)	
	2	Claim Number from Health Insurance Card		
3	Patient's Mailing Address (City, State, Zip Code) Check here if this is a new address <input type="checkbox"/>		Telephone Number (Include Area Code) ( _ _ _ ) _ _ - _ _ - _ _	
	_____ (Street or P.O. Box – Include Apartment Number) _____ (City) (State) (Zip)			
4	Describe the illness or injury for which patient received treatment		Condition was related to: A. Patient's employment <input type="checkbox"/> Yes <input type="checkbox"/> No B. Accident <input type="checkbox"/> Auto <input type="checkbox"/> Other	
			Was patient being treated with chronic dialysis or kidney transplant? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5	a. Are you employed and covered under an employee health plan? <input type="checkbox"/> Yes <input type="checkbox"/> No b. Is your spouse employed and are you covered under your spouse's employee health plan? <input type="checkbox"/> Yes <input type="checkbox"/> No c. If you have any medical coverage other than Medicare, such as private insurance, employment related insurance, State Agency (Medicaid), or the VA, complete: Name and Address of other insurance, State Agency (Medicaid), or VA office		Policy or Medical Assistance No.	
	Policyholder's Name: _____ Note: If you DO NOT want payment information on this claim released, put an (X) here <input type="checkbox"/>			
6	I AUTHORIZE ANY HOLDER OF MEDICAL OR OTHER INFORMATION ABOUT ME TO RELEASE TO THE SOCIAL SECURITY ADMINISTRATION AND CENTERS FOR MEDICARE & MEDICAID SERVICES OR ITS INTERMEDIARIES OR CARRIERS ANY INFORMATION NEEDED FOR THIS OR A RELATED MEDICARE CLAIM. I PERMIT A COPY OF THIS AUTHORIZATION TO BE USED IN PLACE OF THE ORIGINAL, AND REQUEST PAYMENT OF MEDICAL INSURANCE BENEFITS TO ME.			
	Signature of Patient (If patient is unable to sign, see Block 6 on reverse)		Date signed	

**IMPORTANT**  
**ATTACH ITEMIZED BILLS FROM YOUR DOCTOR(S) OR SUPPLIER(S) TO THE BACK OF THIS FORM**

## HOW TO FILL OUT THIS MEDICARE FORM

Medicare will pay you directly when you complete this form and attach an itemized bill from your doctor or supplier. Your bill does not have to be paid before you submit this claim for payment, but you **MUST** attach an itemized bill in order for Medicare to process this claim. Mail your completed claim form to the Medicare Carrier responsible for processing your claim. If you do not know the address of your carrier, call 1-800-MEDICARE (1-800-633-4227).

### FOLLOW THESE INSTRUCTIONS CAREFULLY:

#### A. Completion of this form.

- Block 1. Print your name shown on your Medicare Card (Last Name, First Name, Middle Name).
- Block 2. Print your Health Insurance Claim Number including the letter at the end **exactly** as it is shown on your Medicare card. Check the appropriate box for the patient's sex.
- Block 3. Furnish your mailing address and include your telephone number in Block 3b.
- Block 4. Describe the illness or injury for which you received treatment. Check the appropriate box in Blocks 4b and 4c.
- Block 5a. Complete this Block if you are age 65 or older and enrolled in a health insurance plan where you are currently working.
- Block 5b. Complete this Block if you are age 65 or older and enrolled in a health insurance plan where your spouse is currently working.
- Block 5c. Complete this Block if you have any medical coverage other than Medicare. Be sure to provide the Policy or Medical Assistance Number. You may check the box provided if you do not wish payment information from this claim released to your other insurer.
- Block 6. Be sure to sign your name. If you cannot write your name, make an (X) mark. Then have a witness sign his or her name and address in **Block 6** too. If you are completing this form for another Medicare patient you should write (By) and sign your name and address in **Block 6**. You also should show your relationship to the patient and briefly explain why the patient cannot sign.
- Block 6b. Print the date you completed this form.

#### B. Each itemized bill MUST show all of the following information:

- Date of each service
- Place of each service

Doctor's Office	Independent Laboratory	Outpatient Hospital
Nursing Home	Patient's Home	Inpatient Hospital
- Description of each surgical or medical service or supply furnished.
- Charge for EACH service.
- Doctor's or supplier's name and address. Many times a bill will show the names of several doctors or suppliers. IT IS VERY IMPORTANT THE ONE WHO TREATED YOU BE IDENTIFIED. Simply circle his/her name on the bill.
- It is helpful if the diagnosis is also shown on the physician's bill. If not, be sure you have completed **Block 4** of this form.
- Mark out any services on the bill(s) you are attaching for which you have already filed a Medicare claim.
- If the patient is deceased, please contact your Social Security office for instructions on how to file a claim.
- Attach an Explanation of Medicare Benefits notice from the other insurer if you are also requesting Medicare payment.

## COLLECTION AND USE OF MEDICARE INFORMATION

We are authorized by the Centers for Medicare & Medicaid Services to ask you for information needed in the administration of the Medicare program. Authority to collect information is in section 205(a), 1872 and 1875 of the Social Security Act, as amended.

The information we obtain to complete your Medicare claim is used to identify you and to determine your eligibility. It is also used to decide if the services and supplies you received are covered by Medicare and to insure that proper payment is made.

The information may also be given to other providers of services, carriers, intermediaries, medical review boards, and other organizations as necessary to administer the Medicare program. For example, it may be necessary to disclose information to a hospital or doctor about the Medicare benefits you have used.

With one exception, which is discussed below, there are no penalties under Social Security law for refusing to supply information. However, failure to furnish information regarding the medical services rendered or the amount charged would prevent payment of the claim. Failure to furnish any other information, such as name or claim number, would delay payment of the claim.

It is mandatory that you tell us if you are being treated for a work related injury so we can determine whether worker's compensation will pay for the treatment. Section 1877(a)(3) of the Social Security Act provides criminal penalties for withholding this information.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0008. The time required to complete this information collection is estimated to average 16 minutes per response, including the time to review instructions, searching existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, Attn: PRA Reports Clearance Officer, 7500 Security Boulevard, Baltimore, Maryland 21244-1850.

**DO NOT MAIL COMPLETED CLAIM FORMS TO THIS ADDRESS.**