HEALTH PLAN BENEFITS

I.B.U. NATIONAL HEALTH BENEFIT PLAN
PMB #116, 5331 S Macadam Ave., Suite 258
Portland, OR 7239
Portland Area (503) 224-0048 All Other Locations (800) 547-4457

PART 1: MUST BE COMPLETED BY EMPLOYEE

1. PATIENT'S NAME *(First name, middle initial, last name)*	2. PATIENT'S DATE OF BIRTH	3. EMPLOYEE'S NAME, ADDRESS AND PHONE NO.
FULL TIME STUDENT ☐ YES ☐ NO IF YES, WHERE		
4. PATIENT'S ADDRESS *(if different from employee)*	5. PATIENT'S SEX MALE ☐ FEMALE ☐	6. EMPLOYEE'S SOC. SEC. NO.
9. IS PATIENT ALSO COVERED BY ANOTHER GROUP HEALTH PLAN? ☐ YES ☐ NO *If Yes, List Plan Name, Employer and Address*	7. PATIENT'S RELATIONSHIP SELF ☐ SPOUSE ☐ CHILD ☐ OTHER ☐	8. EMPLOYER LOCATION
	10. WAS CONDITION RELATED TO: A. PATIENT'S EMPLOYMENT YES ☐ NO ☐ B. AN ACCIDENT YES ☐ NO ☐	11. IF AN ACCIDENT ☐ A.M. date_____20_____ and time_____ ☐ P.M. description (how & where)_____

12. AUTHORIZATION TO RELEASE INFORMATION	13. AUTHORIZATION TO PAY BENEFITS TO PROVIDERS
PATIENT OR PARENT RELEASE SIGN BELOW I hereby authorize any insurance company, prepayment organization, employer, hospital or physician, to release all information with respect to myself or any of my dependents which may have a bearing on the benefits payable under this or any other plan providing benefits or services. I hereby certify the information provided is correct and true to the best of my knowledge. X_____ PATIENT OR PARENT (IF MINOR) DATE	IF PAYMENT IS TO BE MADE TO PROVIDER SIGN BELOW I hereby authorize payment of benefits directly to any providers of services, but not to exceed the usual, reasonable and customary charge for those services. I understand that I am financially responsible for any charges not covered by this authorization. X_____ EMPLOYEE DATE

PART 2: TO BE COMPLETED BY PHYSICIAN (OR ATTACH ITEMIZED BILL)

14. DATE OF:	ILLNESS (FIRST SYMPTOM) OR INJURY (ACCIDENT) OR PREGNANCY (LMP)	15. DATE FIRST CONSULTED YOU FOR THIS CONDITION	16. HAS PATIENT EVER HAD SAME OR SIMILAR SYMPTOMS? YES ☐ NO ☐
17. DATE PATIENT ABLE TO RETURN TO WORK	18. DATES OF TOTAL DISABILITY FROM THROUGH		DATES OF PARTIAL DISABILITY FROM THROUGH
19. NAME OF REFERRING PHYSICIAN			20. FOR SERVICES RELATED TO HOSPITALIZATION GIVE HOSPITALIZATION DATES ADMITTED DISCHARGED
21. NAME & ADDRESS OF FACILITY WHERE SERVICES RENDERED *(IF OTHER THAN HOME OR OFFICE)*			22. WAS LABORATORY WORK PERFORMED OUTSIDE YOUR OFFICE YES ☐ NO ☐

23. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. RELATE DIAGNOSIS TO PROCEDURE IN COLUMN D BY REFERENCE TO NUMBERS 1, 2, 3, ETC. OR DX CODE
1.
2.
3.
4.

24. A DATE OF SERVICE	B* PLACE OF SER - VICE	C. FULLY DESCRIBE PROCEDURES, MEDICAL SERVICES OR SUPPLIES FURNISHED FOR EACH DATE GIVEN (EXPLAIN UNUSUAL SERVICES OR CIRCUMSTANCES) PROCEDURE CODE* (Identify)		D DIAGNOSIS CODE	E CHARGES	F

25. SIGNATURE OF PHYSICIAN OR SUPPLIER	26. ENTER THE TAXPAYER IDENTIFYING NUMBER TO BE USED FOR 1099 REPORTING PURPOSES. YOU ARE REQUIRED UNDER AUTHORITY OF LAW TO FURNISH YOUR TAXPAYER IDENTIFYING NUMBER.	27.TOTAL CHARGE	28.AMOUNT PAID	29.BALANCE DUE
SIGNED DATE		30. PHYSICIAN'S OR SUPPLIER'S NAME, ADDRESS, ZIP CODE & TELEPHONE NO.		

* PLACE OF SERVICE CODES
1 - (IH) - INPATIENT HOSPITAL
2 - (OH) - OUTPATIENT HOSPITAL
3 - (O) - DOCTOR'S OFFICE
4 - (H) - PATIENT'S HOME
5 - DAY CARE FACILITY (PSY)
6 - NIGHT CARE FACILITY (PSY)
7 - (NH) - NURSING HOME
8 - (SNF) - SKILLED NURSING FACILITY
9 - AMBULANCE
O - (OL) - OTHER LOCATIONS
A - (IL) - INDEPENDENT LABORATORY
B - OTHER MEDICAL/SURGICAL FACILITY

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HOW TO REQUEST BENEFITS

1. CLAIM FORMS ARE AVAILABLE AT WWW.IBUBENEFITS.ORG AND YOUR PERSONNEL OFFICE

2. COMPLETE THE "PATIENT INFORMATION" (ITEMS 1 THROUGH 12) ON THE REVERSE SIDE OF THIS FORM.

   If you wish your benefits paid directly to your provider sign item 13.

3. HAVE YOUR PHYSICIAN COMPLETE THE "PHYSICIAN OR SUPPLIER INFORMATION".

4. ATTACH THE COMPLETED "BENEFIT REQUEST FORM" TO THE BILLS AND MAIL THEM TO THE PLAN ADMINISTRATOR AT THE FOLLOWING ADDRESS BELOW.

5. A SEPARATE FORM MUST BE SUBMITTED FOR EACH FAMILY MEMBER FOR WHOM A CLAIM FOR BENEFITS IS BEING MADE.

WHERE TO FILE A CLAIM:

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TO CHECK YOUR ELIGIBILITY – CALL THE ADMINISTRATION OFFICE

In Portland Area (503) 224-0048

All Other Locations (800) 547-4457

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