



Tips for Filing Claims

For Electronic Claims DO...

- ✓ Verify, file, and keep all transmission reports.
- ✓ Track clearinghouse claims to ensure successful transmission.
- ✓ Ensure your computer software is consistent with the clean claims rules.
- ✓ Verify that your software correctly prints the CMS-1500 claim form.
- ✓ Call your software vendor, if needed, to address the above two items.

For Paper Claims DO...

- ✓ Use only original claim forms (printed in red drop-out ink).
- ✓ Avoid folding claims, if possible.
- ✓ Resist using terms such as “refiled claim,” “second request,” or “corrected claim.”
- ✓ Avoid handwritten claims.
- ✓ Use all UPPERCASE letters.
- ✓ Stay inside the lines of each block.
- ✓ Ensure claims are printed darkly.

For Paper Claims DON'T...

- ✓ Use any punctuation or decimals.
- ✓ Send unnecessary attachments.
- ✓ Use staples or paperclips.
- ✓ Attach “post-it” notes.
- ✓ Mark up the claim with highlighters.
- ✓ Use circles or additional markings.
- ✓ Attach labels or stickers.
- ✓ Add notes or instructional assistance.