

# MEDICAL/DENTAL VISION CLAIM FORM



PO Box 7068  
Eugene, Oregon 97401-0068  
(541) 686-1242 or (800) 624-6052  
Fax (541) 344-2897  
PacificSource.com

EMPLOYER/GROUP NAME <b>Graduate Teaching Fellows Federation (GTFF)</b>				GROUP NO. <b>G0021003</b>	
EMPLOYEE'S LAST NAME	FIRST NAME	M.I.	MEMBER ID NO.		BIRTH DATE
ADDRESS		CITY	STATE	ZIP	
PATIENT'S LAST NAME	FIRST NAME	M.I.	RELATIONSHIP TO EMPLOYEE:		
IF ACCIDENTAL INJURY					
DATE OF ACCIDENT: _____		TIME OF ACCIDENT: _____			
PLACE/LOCATION OF ACCIDENT: _____					
CIRCUMSTANCES OF ACCIDENT: _____					
_____					
_____					
_____					
_____					

**When submitting a claim, please include the following items to ensure timely processing of your claim:**

- This completed claim form.
- Copy of the provider's itemized bill.
- If itemized bill is not in English, have the information translated into English. This will speed up the reimbursement process. However, if you are unable to have it translated, PacificSource will have it done by our translation service.

**All claims should be sent to:**

PacificSource  
Attn: Claims  
PO Box 7068  
Eugene OR 97401-0068

**Claims payment:**

When a PacificSource participating provider treats you, your claims are automatically sent to PacificSource and processed. All you need to do is show your PacificSource ID card to the provider.

If you receive care from a nonparticipating provider, the provider may submit the claim to PacificSource for you. If not, you are responsible for sending the claim to us for processing. Your claim must include a copy of your provider's itemized bill. It must also include your name, PacificSource ID number or social security number, group name, group number, and the patient's name. If you were treated for an accidental injury, please include the date, time, place, and circumstances of the accident.

All claims for benefits must be turned in to PacificSource within 90 days of the date of service. If it is not possible to submit a claim within 90 days, turn in the claim with an explanation as soon as possible. In some cases PacificSource may accept the late claim. We will never pay a claim that was submitted more than a year after the date of service, though.