

# ADA Claim Form Guide

*Boxes 1-23 for primary insurance submission*

## BOX 1

Claim for actual services or pre-determination?

Ensure primary claim is noted.

## BOX 2

*If you did not previously submit a predetermination for these services, Box 2 should be left blank.*

## BOX 3

Patient's primary insurance information\*

*\*Verify that the primary subscriber information is correct.*

## BOXES 4-11

Patient's secondary insurance information, if applicable\*

*\*Verify that the secondary subscriber information is correct.*

## BOXES 12-17

Primary policyholder's information\*

*\*Verify that the complete name, address, date of birth, and ID #s match what the insurance company has on file.*

## BOXES 18-23

Patient's information\*

*\*Verify that the patient's information matches what the insurance company has on file.*

# ADA Claim Form Guide

*Boxes 1-23 for secondary insurance submission*

## BOX 1

Claim for actual services or pre-determination?

## BOX 2

*If you did not previously submit a predetermination for these services, Box 2 should be left blank.*

## BOX 3

Patient's secondary insurance information\*

*\*Verify that the primary subscriber information is correct.*

## BOXES 4-11

Patient's primary insurance information\*

*\*Verify that the secondary subscriber information is correct.*

## BOXES 12-17

Secondary policyholder's information\*

*\*Verify that the complete name, address, date of birth, and ID #'s match what the insurance company has on file.*

## BOXES 18-23

Patient's information\*

*\*Verify that the patient's information matches what the insurance company has on file.*