

UB-04 CMS-1450      APPROVED OMB NO. 0938-0997       **NUBC**™ National Uniform Billing Committee      THE CERTIFICATIONS ON THE REVERSE APPLY TO THIS BILL AND ARE MADE A PART HEREOF

## UB04 Claim Form

| Decision Point                   | Locator | Description                   | Comments                                                                                                                                                                                                                                                                 |
|----------------------------------|---------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Membership Verification</b>   | 8       | Patient Name                  | Last name first.                                                                                                                                                                                                                                                         |
|                                  | 9       | Patient Address               | Street address.                                                                                                                                                                                                                                                          |
|                                  | 10      | Patient Date of Birth         | Used to verify the correct patient especially if members have the same names.                                                                                                                                                                                            |
|                                  | 11      | Sex                           | M or F                                                                                                                                                                                                                                                                   |
|                                  | 50      | Payer Name                    | Name of the patient's health plan.                                                                                                                                                                                                                                       |
|                                  | 51      | Healthplan ID                 | Patient's health plan ID number.                                                                                                                                                                                                                                         |
|                                  | 58a     | Insured's Name                | The name of the person who is the subscriber. May be the patient or the patient's spouse or parent.                                                                                                                                                                      |
|                                  | 59a     | Relationship Info             | Code to indicate if the patient is the subscriber or a dependent (Spouse or Child).                                                                                                                                                                                      |
|                                  | 60a     | Insured's Unique ID           | ID number identifying the patient in the claims processing system.                                                                                                                                                                                                       |
|                                  | 61a     | Group Name                    | The name of the insured's group (usually an employer)                                                                                                                                                                                                                    |
|                                  | 62a     | Insurance Group No            | The ID number of the insured's group.                                                                                                                                                                                                                                    |
|                                  | 65      | Employer Name                 | Name of the insured's employer, if applicable.                                                                                                                                                                                                                           |
| <b>Provider Verification</b>     | 1       | Facility Name                 | Name and address of the hospital or other facility submitting the claim.                                                                                                                                                                                                 |
|                                  | 5       | Federal Tax ID Number         | The facility's US federal tax identification number.                                                                                                                                                                                                                     |
|                                  | 56      | NPI                           | The facility's National Provider ID. Additional number that may be used to verify provider.                                                                                                                                                                              |
|                                  | 57      | Other Provider ID             | Optional other identification number                                                                                                                                                                                                                                     |
| <b>Duplicate Checking</b>        | 60      | Insured's Unique ID           | Although the duplicate checking logic varies in claims processing systems, most logic depends on analyzing the combination of member ID, provider ID, dates of service, and sometimes procedure code to ascertain if a specific charge is already on file in the system. |
|                                  | 5       | Federal Tax ID Number         |                                                                                                                                                                                                                                                                          |
|                                  | 6       | Date(s) of Service            |                                                                                                                                                                                                                                                                          |
|                                  | 42      | Revenue Code                  |                                                                                                                                                                                                                                                                          |
|                                  | 44      | HCPCS/Rate/HIPPS Code         |                                                                                                                                                                                                                                                                          |
| <b>Benefit Determination</b>     | 5       | Federal Tax ID Number         | Benefits may be affected by the provider's participating status in the patient's health plan.                                                                                                                                                                            |
|                                  | 6       | Date(s) of Service            | The specific date(s) when the service took place. Cannot be a future date.                                                                                                                                                                                               |
|                                  | 42, 43  | Revenue Code/Description      | A 3-digit code indicating a specific service.                                                                                                                                                                                                                            |
|                                  | 44      | HCPCS/Rate/HIPPS Code         | An optional 5-digit CPT4 or HCPCS code providing additional details about the specific procedure, service or supply. Usually is listed for radiology and pathology services only.                                                                                        |
|                                  | 45      | Service Date                  | The specific date when the service took place. Cannot be a future date.                                                                                                                                                                                                  |
|                                  | 66-68   | Diagnosis Code(s)             | ICD9-CM Diagnosis Code. At least one code must be listed. Must include at least 4 digits.                                                                                                                                                                                |
| <b>Authorizations/ Referrals</b> | 5       | Federal Tax ID Number         | Facility ID number must match the facility ID on the authorization record in the processing system.                                                                                                                                                                      |
|                                  | 6       | Dates of Service              | The specific date(s) when the service took place must match the dates on the authorization on file in the processing system.                                                                                                                                             |
|                                  | 63      | Treatment Authorization Codes | If a prior authorization number is listed by the facility, it must be verified.                                                                                                                                                                                          |
| <b>Provider Payment Terms</b>    | 6       | Dates of Service              | The specific date(s) when the service took place. Cannot be a future date.                                                                                                                                                                                               |
|                                  | 66-68   | Diagnosis Codes               | May be used to determine a DRG payment, a flat fee                                                                                                                                                                                                                       |

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| Decision Point               | Locator  | Description                           | Comments                                                                                                                          |
|------------------------------|----------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
|                              |          |                                       | associated with a diagnostic rate group. Applies to inpatient admissions.                                                         |
|                              | 42<br>44 | Revenue Code<br>HCPCS/Rate/HIPPS Code | Revenue codes or other procedure codes may be linked to specific fee schedules or may be paid at a percentage discount.           |
|                              | 24F      | Charges                               | The amount the provider bills for the procedure.                                                                                  |
|                              | 24G      | Days or Units                         | The number of procedures, services, or supplies being billed.                                                                     |
|                              |          |                                       |                                                                                                                                   |
| <b>Other Party Liability</b> | 31-34    | Occurrence Code Date                  | Some occurrence codes are used to indicate an auto or work related accident.                                                      |
|                              | 58b      | Insured's Name                        | The name of the person who is the subscriber of the other health insurance. May be the patient or the patient's spouse or parent. |
|                              | 59b      | Relationship Info                     | Code to indicate if the patient is the subscriber or a dependent (Spouse or Child).                                               |
|                              | 60b      | Insured's Unique ID                   | ID number of the party with the other health insurance.                                                                           |
|                              | 61b      | Group Name                            | The group name of the party with the other health insurance (usually an employer)                                                 |
|                              | 62b      | Insurance Group No                    | The ID number of the insured's group.                                                                                             |
|                              | 58c      | Insured's Name                        | The name of the person who is the subscriber of the other health insurance. May be the patient or the patient's spouse or parent. |
|                              | 59c      | Relationship Info                     | Code to indicate if the patient is the subscriber or a dependent (Spouse or Child).                                               |
|                              | 60c      | Insured's Unique ID                   | ID number of the party with the other health insurance.                                                                           |
|                              | 61c      | Group Name                            | The group name of the party with the other health insurance (usually an employer)                                                 |
|                              | 62c      | Insurance Group No                    | The ID number of the insured's group.                                                                                             |