

PAPER CLAIM BILLING TIPS

Providers must be mindful of the following items when submitting paper claims to avoid rejections, denials, or delays in processing these submissions.

- Handwritten claims are not accepted.
- Black & white CMS 1500 claims are not accepted.
- Copies of claim forms are not accepted.
- Printouts of electronic claims are not accepted.
- Correction fluid on claim forms is not accepted.
- Please do not submit information that is typed, then crossed out and corrected.
- Print should not be too dark or too light.
- Check alignment of data.
- Do not write or stamp in data fields.
- Claim total at the end of the page indicating the end of the claim.
- Staples in claim forms are not accepted.