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.

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